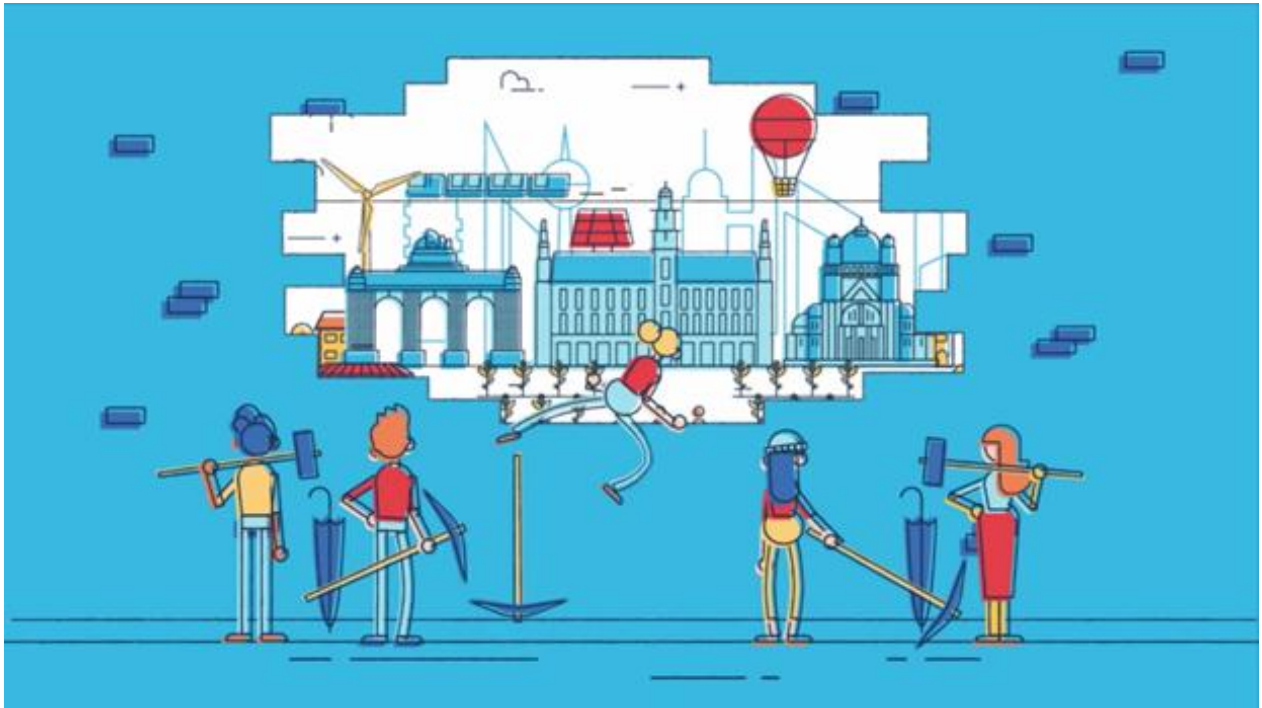


Co-Create



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Hello

This document presents the organization of the Co-Create program and the process of project submission and selection.

For any questions that remain unanswered after reading this document, we invite you to contact:

Xavier Hulhoven: xhulhoven@innoviris.brussels

1 The Co-Create program

The Co-Create program is a funding program of Innoviris, the Brussels institute for research and innovation.

This is a program aimed at supporting **research or experimental development projects carried out in co-creation to address sustainable problems of Brussels.**

1.1 Sustainable problems

Our society depends on social organisations and infrastructure that affect the Earth's habitability and cannot be maintained indefinitely. What should we do with this heavy heritage on which our lives rely, but destroys that of others and threatens our future ones? How can we change without attacking it head-on, fleeing or neglecting this legacy? What path lies between the untenable 'business as usual' and a sudden and unfair rupture? What transition lies between maintaining the status quo and outright rejection? How can these transitions be achieved democratically?

A **problem of** sustainability therefore concerns a problem of human material or immaterial dependencies that are negative in the sense that they lock our societies in unsustainable strategies, infrastructures and modes of subsistence having a negative impact on the habitability of the Earth.

1.2 Research and experimental development: uncertain, exploratory and innovative

A **research and experimental development** project supported under the Co-Create program is:

- **Innovative.** Sustainability issues invite us to question and innovate in the way we inhabit the world as an urban society. The Co-Create program therefore asks to question what, in a societal system, requires not a corrective measure or repair, but a change of trajectory. It is a question of embracing alternatives rather than assimilation¹, breaking out of dependencies,

¹ The logic of assimilation is a logic that aims to manage risk, problems and consequences: to what extent can people be exposed to certain compounds without affecting their health? How much can we inflict on the Earth's ecosystems while preserving ecosystem services? What is the safe amount of dioxin in breast milk? How much hazardous waste can be incinerated without increasing the risk of cancer for local residents? How much can a species' habitat be reduced without causing it to disappear? This logic overshadows the logic of evaluating alternatives, which would ask questions such as: what are the alternatives to the industrial use of compounds that lead to the presence of dioxin in an infant's tissue? What alternatives are available to reduce the use of toxic products and the production of hazardous waste? What social and production alternatives would prevent habitat degradation? What options do we have for removing our presence from damaged areas and restoring ecosystems? How can we better integrate ourselves into our ecosystems? O'Brien, Mary H. "Being a Scientist Means Taking Sides." *BioScience*, vol. 43, no. 10, 1993, pp. 706–08. JSTOR, <https://doi.org/10.2307/1312342>.

unlocking socio-technical barriers, and escaping from infernal alternatives². The innovation sought is a change in the societal system, in the social organisation whose long-term functioning is unsustainable. These are therefore the transitions and redirections that the Brussels society must undertake in order to be sustainable.

This involves thinking about the relationship between desirable and undesirable elements, the changes we want to see, what we should stop doing, and the root causes that prevent the conditions for desirable states from emerging. It also involves thinking about how to take into account what may need to be given up; what should be dismantled, closed down or reallocated, and who would be affected by this. It also involves reconsidering and reconfiguring dependencies, attachments, needs and how they are addressed.

- **Uncertain.** Innoviris finances the risk associated with the uncertainty of research and experimental development. There must therefore be uncertainty about the results and outcomes: risk of finding nothing or leading to negative or inconvenient results. The project is justified by a gap in the state of knowledge. There is therefore a need to produce new knowledge. Research or experimental development is a **“must” to remove uncertainties**.
- **Exploratory.** The project is part of an approach that involves
 - Moments of analysis, reflexivity, self-criticism, questioning in order to broaden the frames of reference, enrich the reference points and transform them;
 - To take steps aside and explore other paths than those corresponding to the operational and routine framework of each person's current situation.
 - For a co-research or co-development project, a clear research or experimental development **design** supporting a rigorous knowledge production process: sufficiently precise **research question**; **experiments** articulated with each other and with research questions, **methods** of analysis and validation, etc.
 - For a co-research or co-development project, an **iterative process** of experimentation with adaptations;
 - The integration of nuance and complexity.
 - The use of inconvenient results, i.e. results that invalidate preconceptions, hypothesis, etc.
 - The valorisation of attempts that do not necessarily lead to solutions.

Remark. The uncertain nature and the exploratory approach bring a distinction with projects aimed at acquiring, mobilizing or crossing existing knowledge. This also distinguishes the project from studies for which the degree of uncertainty and the creative approach are low and that are more concerned with the acquisition of information for operational purposes (planning, evaluating impacts, making choices, etc.).

² 'Those situations where we are faced with alternatives which, by the way they are presented (by radically limiting the number of solutions and “imposing” certain ones), render us collectively powerless and confront those concerned with choices *that seem to arise ready-made from reality itself*.' Pignarre, P. (2004). *Learning to escape from hellish alternatives*. *Mouvements*, 32, 40-48. <https://doi.org/10.3917/mouv.032.0040>.

1.3 In co-creation: communing by research, community of interests and transdisciplinarity

Not all issues require co-creation. Typically, the issues where co-creation is most relevant are those where a systemic dimension (*cf.* 1.3 societal sustainability) and a heterogeneity of social representations³ are combined.

As a reminder, a sustainability issue concerns a problem of material or immaterial human dependencies that are negative in the sense that they lock our societies in unsustainable strategies, infrastructures and modes of subsistence. The innovation targeted by the Co-Create program therefore involves investigating what keeps individual and institutional trajectories going. It is a matter of taking seriously the fact that the social system in question has generated institutions, objects and infrastructures that keep individuals on these trajectories. It is a matter of fully understanding what innovation means for these people. It is a matter of understanding the fabric of subsistence relationships and attachments that condition the existence of the system in question.

So how can we democratically research and innovate on a sustainability issue? How can we democratically raise the question of redirections and changes in trajectories?

The invitation is to make the issue of sustainability a ‘negative common’⁴ by linking it to a collective of actors who are directly concerned and empowered to work on it.

The Co-Create program thus aims to support the involvement [of actors of change](#) in the research process. These are the people whose dependencies and attachments (whether voluntary or not) determine the existence of the current system. These are the people who face the [risk of change](#), who will have to change their practices, who will want/be able/have to carry out, commit to, or implement responses, adapt, experiment, and risk stepping outside the box.

The Co-creation lies on

- The constitution of a "**community of interests**" involving
 - **The commitment** of the change agents in the project
 - **The construction of a common sense** around the objectives, designs, concepts and purposes of the project.
- **A transdisciplinary approach** for the co-production of knowledge committed to a **democracy of knowledge** and **open science**.

Engagement in research or experimental development goes further than participation: The project is built on the issues of the co-researchers and their hypotheses. The problem is formulated from their situations. Their involvement is still active and these individuals have a crucial influence on the conduct of research, its design or methods, its products, its dissemination or its use.

Common sense. Common sense implies a shared understanding and a partial or at least mutually compatible convergence around the objectives, designs, concepts and purposes of the project. It is based on a recognition and use of the plurality and heterogeneity of the understanding of situations,

³ It is about the way in which individuals and groups perceive, construct and express their collective perceptions and interpretations of reality.

⁴ concept taken from ‘Heritage et fermeture-une écologie du démantèlement Emmanuel Bonnet, Diego Landivar, Alexandre Monnin – Divergences.

objectives and social representations that the project underlies in order to develop common action strategies⁵.

The transdisciplinary approach is a dialogue and exchange that goes beyond (and not simply between) existing disciplines. The transdisciplinary approach recognizes the importance of incorporating this diversity of knowledge to understand the complexity and systemic nature of the challenges related to societal issues. This implies a respectful and constructive dialogue between distinct types of knowledge and their own logics. This approach presupposes an open rationality which, without denying itself, works, respects and reassesses the role of intuition, imagination, sensitivity and the body, myths and religions, art, and singularities in the production of knowledge. It is a question of proposing another approach to the construction of knowledge that *"far from rejecting science, places the latter in the context of the diversity of knowledge existing in contemporary societies"*.⁶

The figure below describes the expected characteristics of the levels of engagement and common sense within the constituted community. It should be noted that the program is designed to gradually build and consolidate this community. **Situations that do not allow for the commitment of change agents should be problematized.** A "participation" level can, for example, be considered, but this must be particularly **analysed and justified in view of the issues, the characteristics of co-creation and the impact of the project.** This is particularly true at the level of pragmatism, involvement and risk of instrumentalization (why? Who is investigating whom/what, who is mobilizing whom? in the service of what?), the risk of isolation, of self-isolation, of strategies and methods of inclusion, of epistemic postures⁷, of relations to the targeted change, of common sense, of power relations, etc.

⁵ This aspect is described in: Tom Dedeurwaerdere: [Transdisciplinary Research, Sustainability, and Social Transformation Governance and Knowledge Co-Production](#) and more specifically the chapter "The pitfalls of unstructured pluralism of societal values". Published December 2023 by Routledge.

⁶ DE SOUSA SANTOS Boaventura, ARRISCADO NUNES João, MENESES Maria Paula, Translation MULLET-BLANDIN Isabelle, "Opening the canon of knowledge and recognizing difference", *Participations*, 2022 / 1 (No 32), p.51-91. DOI: <https://doi.org/10.3917/parti.032.0051>.
https://shs.cairn.info/article/PARTI_032_0051?lang=fr

⁷ It is about the relationship of community members to knowledge: how they position themselves in relation to different knowledge systems and how they produce, acquire, use, legitimize, validate, transfer, etc. A self-assessment guide on epistemic injustices within participatory research projects is available in: [Godrie, B., Boucher, M., Bissonnette, S., Chaput, P., Flores, J., Dupéré, S., Gélinau, L., Piron, F., and Bandini, A. 2020. Epistemic Injustices and Participatory Research: A Research Agenda at the Crossroads of University and Communities. Gateways: International Journal of Community Research and Engagement, 13:1, Article ID 7110. <http://dx.doi.org/10.5130/ijcre.v13i1.7110>](#)

Engagement. The people are fully committed to the research process. The project is built from the issues, their hypotheses and the problem is formulated from their own situations. Their involvement is always active and they have a crucial influence on the conduct of research - on its design or methods, its products, its dissemination or its use.

Participation. People have more regular contact and interactions with the group of co-researcher/co-developers. They provide expertise, opinions, advice, ideas, etc. They can also provide access to infrastructure or provide case studies. It can also be a question of a more active involvement in the realization of experiments. These people are solicited and mobilized by the Co-researchers/co-developers. They do not control the research process, but there is a dialogue that can influence the project evolution. The problem can integrate their issues, point of view and hypothesis, but it is not necessarily formulated from their situated point of view.

Consultation: People provide data and information that will be used before, during, or downstream of the project.

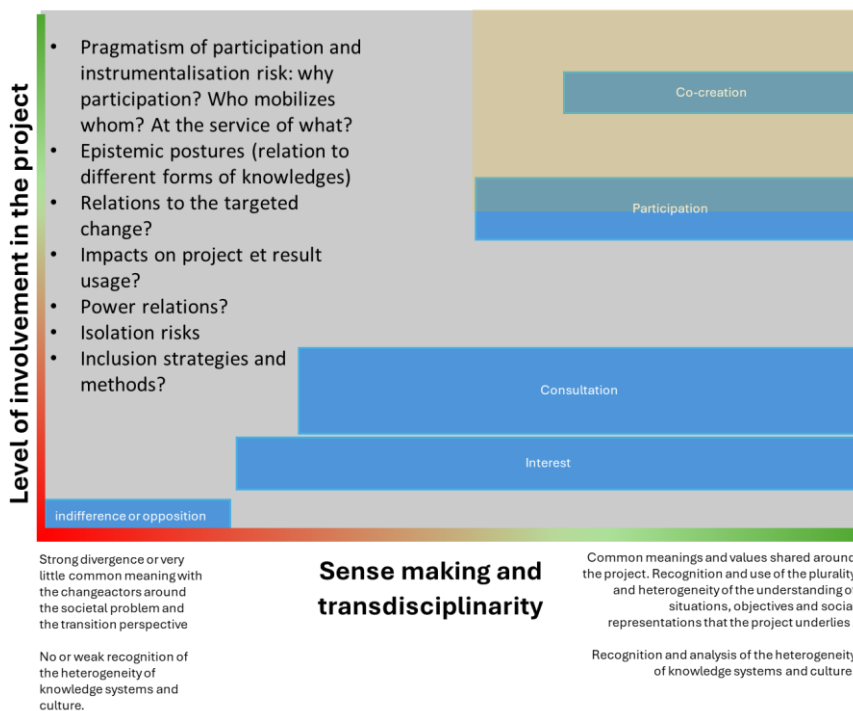
Interest. People have an active interest in the project. They take part in project monitoring committees or dissemination activities in order to keep abreast of the results.

No involvement or blocking. People are not involved in the project or even are blocking it.

To be problematized if they are changeactors

Fundable by Innoviris.

- Participation level → indirectly via working costs if validated and justified
- Engagement level → direct beneficiary (own budget).



2 Three types of projects

The Co-Create program provides funding for 3 distinct types of projects:

- Co-problematisation;
- Co-research;
- Co-development.

The choice between these different types of projects is made according to

- The innovative nature and state of knowledge.
- The level of maturity of the community of interests and the transdisciplinary approach.

The selection of the project type is made by Innoviris in consultation with the project leaders and on the basis of a project outline (see section: ‘Submitting a proposal’).

2.1 Co-problematisation

A co-problematisation project responds to an important **need to first build the societal problem**.

Regarding the state of knowledge, the project is significantly uncertain. The knowledge issues go beyond participant’s knowledge. Changemakers are not yet able to formulate specific questions or specific innovation proposals , solutions, etc. There is still a need to investigate the societal system that produces the sustainability problem.

At the level of the community of interests,

- Either a first core of co-researchers is formed with the change agents or there is **still a need to better understand the networks of actors**, the practices and the knowledge mobilized around the subject. Situations that do not allow change agents to engage in the project should be problematized, particularly at the level of the key elements of the co-creation process.

It is highly likely that the actors of change may not yet consider themselves as such. Indeed, subsistence networks, dependencies, attachments and infrastructure generally prevent these individuals from seeing themselves as agents of any kind of ‘transition’. This is why problematisation may first require joint investigation with these actors in a participatory approach before considering full engagement in the research process.

- A common sense still needs to be developed around the sustainable problem. It is therefore a question of putting in place approaches/strategies/processes that aim to acquire a minimum level of mutual understanding to recognize the plurality and heterogeneity of the understanding of the sustainable problem and use them to explore the areas in which perspectives of convergence or strategies for common actions can be formulated.

The objectives of a co-problematisation are as follows:

- Better understand the systemic, diverse and interdependent nature of situations. This often involves starting with a specific situation to see what it says about a broader sustainability issue. This is to avoid getting stuck in a “specific problem and solution” mindset, and instead to adopt the perspective that the difficulties (negativities) observed and experienced help us to see and problematise something more fundamental and cross-cutting that is specific to the functioning of Brussels society.

The aim is to explore the forces that create the behaviours of the system and the energies/motivations that fuel these forces. It is a question of linking the variables of the system and identifying the types of relationships between the components: opposition, balancing, locking, amplification, etc. A key element here will be to investigate subsistence networks and attachments (material, emotional, imaginary, etc.).

- Consolidating the community of interests: composition, commitment and common sense.

2.2 Co-research

The objective of the co-research project is to produce new knowledge around **a well-identified research problem** and to formulate and clarify path for innovation/change/transition to be developed further.

The project should continue, adapt and further develop the objectives of co-problematisation. In addition to these objectives, the following should also be pursued:

- Thinking about transition. This involves working on the relationship between desirable elements and those that are no longer desirable, what should be maintained and what should be stopped. This means working on the root causes that prevent desirable states from emerging. In a transition process, it is also necessary to consider how to take into account what may need to be given up; what should be dismantled, closed down or reallocated.
- Develop a critical approach to ideas, concepts, theoretical frameworks and normative backgrounds.

In terms of the state of knowledge:

- The project is beginning to develop a good understanding of the issue of sustainability.
- The societal system at the heart of the research is clearly identified and defined. The components of the system and its various interdependent aspects are sufficiently identified to be integrated into the research work. **Subsistence networks and attachments (material, emotional, imaginary, etc.) have been (or will be) the subject of research.**
- No concrete solutions can yet be formulated and developed.

- The project still has a significant degree of uncertainty.
- The need for research is confirmed.

With regard to community of interests and transdisciplinarity, to start a co-research project, it is expected that the foundations are established (possibly by means of a co-problematisation project). However, **consolidation work can be continued** during the project.

- A community of co-researchers (level of involvement "engagement") is formed with the change agents. Situations that do not allow this level of commitment should **be problematized, particularly at the level of the key elements of co-creation and the impact of the project (the impact being at the level of co-creation)**: pragmatism of involvement (why? Who is investigating whom/what, who is mobilizing whom? in the service of what?), strategies and methods of inclusion, epistemic postures, relations to targeted change, common sense, power relations, risks of isolation etc.
- A common sense around the objectives, designs, concepts and purposes of the project is shared by the community. Or at least, the plurality of social representations and interests does not prevent from working towards a common goal. Situations that do not correspond to this are then integrated into the research problem.

2.3 Co-development

The objective of a co-development is to experimentally validate the innovations proposals needed for the transition.

In the context of a co-development project, there is **no longer a need for research, but there are still prior unknowns and risks**. Experimental development consists of systematic work based on knowledge obtained through research or practical experience and producing new knowledge with a view to creating and operationalizing an innovative device (new materials, products, processes, systems, services, or to significantly improve existing ones). The uncertainty surrounding the results to be achieved is diminishing, and, in principle, development efforts should lead to the realisation of innovation.

In terms of the **state of knowledge**:

- The project demonstrates a fine and in-depth understanding of the initial societal issue.
- Concrete innovation paths can be formulated and developed.
- The systemic basis is well laid: the societal system that is at the heart of the sustainability problem is well identified and delineated. The relationships between the components of the system are sufficiently identified to be integrated into the experimental development work. The redirection and memory elements have been analyzed and are integrated into the experimental development problem.
- Redirection and memory elements have been analyzed and are integrated into the experimental development issue. Subsistence networks and attachments (material, emotional, imaginary, etc.) have been explored.
- The problem of experimental development is confirmed. The state of knowledge demonstrates issues and uncertainties that justify and are the subject of experimental development. There is no longer a need for research, but there are still unknowns and preliminary risks. It is still necessary to carry out experimental development activities before the implementation of the innovation (prototyping, first tests, choice between different technologies or methods, etc.). The project is well circumscribed around these issues and

uncertainties. Experimental development work is a necessity for the targeted innovation (a "must have").

As far as the **community of interests** is concerned, the expectations for a co-development project are:

- A community of co-developers ("commitment" level of involvement) is formed with the change agents.
- A common sense around the objectives, designs, concepts and purposes of the project is shared by the community. Or at least, the plurality of social representations and interests does not prevent us from working towards a common goal. Situations that do not correspond to this are then integrated into the research problem.

Situations that do not allow this level of maturity must be justified, particularly in terms of the key elements of co-creation and the impact of the project (the impact being at the scale of co-creation): pragmatism of involvement (why? Who is investigating whom/what, who is mobilizing whom? in the service of what?), strategies and methods of inclusion, epistemic postures, relations to targeted change, common sense, power relations, risk of isolation, etc.

3 Eligibility

The Brussels entities that can apply for a subsidy from Innoviris under the Co-Create program are:

- **Enterprises** with at least one place of business located in the Brussels-Capital Region.
- **Non-profit organisations** with at least one place of business located in the Brussels-Capital Region.
- **Research organisations** (universities, colleges and collective research centres) with at least one place of business located in the Brussels-Capital Region.
- **The regional and municipal administrative authorities of the Brussels Capital Region (AA)**. AAs are eligible for a grant from Innoviris under the Co-Create program provided that
 - the roles, tasks, and implications fit well within the framework of a Co-Create project. This implies that the AA participates in the entire project process at the same level as the other actors. This is therefore not limited to the provision of expertise or infrastructure to enable experimentation. Nor does it act as a sponsor of works, supplies or services. The AAs must also verify the compliance of all their activities under the project with the law on public procurement. If the acquisition of the project results by the administration is planned at the end of an experimental development project, the framework of Innovative Public Procurement must be considered.
 - The roles, tasks and implications that the AA wishes to achieve in the project are not already funded by their endowments (and other sources of funding). It is up to the AAs to provide proof of the absence of double funding with regard to their missions and allocations (and other sources of funding).

Applicants must have fulfilled all the obligations imposed in the context of any previous granting of other aid by the Region.

Entities from outside Brussels or that do not fall into one of the above categories can be partners in but cannot claim a subsidy from the Region under the Co-Create program.

The project can be carried out by a single Brussels entity (isolated entity) or a consortium of Brussels entities that will be beneficiaries of the funding and referred to as "partners".

4 Link with regional competences

As the scientific research and innovation funding body for the Brussels-Capital Region, Innoviris is competent to grant aid to research and experimental development projects that are related to matters that explicitly fall within the competence of the Regions:

<https://www.parlement.brussels/les-competences/>⁸

For each application, it is therefore essential to demonstrate the link of the project with a regional competence. However, it may be sufficient for that link to be indirect, provided that it is relevant and demonstrated in the proposal. In case of doubt, you are invited to contact Innoviris beforehand.

5 Start of the project

The start date of the project must be after the date of receipt of your application by INNOVIRIS. The project can start at the earliest on the 1st of the month following receipt of the application. However, it is worth noting that the evaluation process involves a delay of several months between the time of submission of the application and the decision to grant (or not) the requested funding.

If the project starts before the formal grant decision, it is at risk of the entity or consortium. If the subsidy is awarded, it is nevertheless possible to accept the expenses retroactively (and until the 1st of the month following the acknowledgement of receipt of the project by Innoviris at the earliest).

6 Submission of a proposal

Before submitting a complete and formal application for funding, it is strongly recommended to submit a project outline using the "Co-Create Project outline" form. This will allow Innoviris to provide you with initial feedback whether your projects fits with Innoviris' missions and the framework of the Co-Create program.

Within the limits of the budget available for the Co-Create program, an application for funding can be submitted at any time of the year under this program.

The application form and the annexes must be submitted by the entity or consortium to Innoviris using the appropriate application form (co-problematisation, co-research, co-development).

The form must be submitted in

- 1 electronic copy in **MS Word or Open Office format**

And

- 1 electronic copy in **PDF format and electronically signed** (in accordance with [eIDAS](#) standards, e.g. Adobe sign or SignHere)

At the address: funding-request@innoviris.brussels and in copy to xhulhoven@innoviris.brussels.

⁸ Article 6 of the [Special Law on Institutional Reforms](#).

Please note: only the information contained in this form and in the requested annexes will be taken into consideration. Innoviris does not guarantee that other information provided via other media such as additional annexes or internet links will be taken into account.

Following receipt of the request, the Innoviris services will send you an acknowledgement of receipt within 5 working days of submitting the request. If an acknowledgement of receipt has not been received within this period, applicants are invited to contact the person in charge of the Co-Create programme: xhulhoven@innoviris.brussels.

7 Evaluation of the proposal

After receiving the application, Innoviris analyses its admissibility. The following criteria will be taken into consideration:

- The budget availability of Innoviris for the Co-Create program;
- the eligibility of participating entities;
- the adequacy of the project with the missions of Innoviris and the framework of the program;
- the link with regional competences;
- the completeness of the form;
- the presence of all the annexes;
- the fact that the project cannot have started before the application for aid was submitted;
- the entity's financial capacity and, if applicable, their ability to fund their part of the budget.
- Compliance with the conditions set out in this regulation.

After confirmation of the admissibility of the application, Innoviris will assess the appropriateness of granting the requested subsidy. In this context, Innoviris reserves the right to:

- request additional information necessary for the proper evaluation of the file;
- call on external expertise(s);
- Ask the project team to present and defend it in the presence of external experts.

You will find on the Co-Create program website the detailed grid of evaluation criteria for each type of Co-create project (co-problematisation, co-research and co-development).

Innoviris will communicate its assessment to the competent authority (Minister/Secretary of State in charge of scientific research or Government of the Brussels-Capital Region) so that it can adopt a decision on whether or not to grant the requested subsidy.

Projects must respond to **responsible research and innovation**. To this end, Innoviris assesses

- The social exemplarity of the project. A project is socially exemplary when it contributes significantly to one of the following objectives:
 - an adequate standard of living for the most vulnerable groups or those with specific needs, including:
 - Improved access to products and services that meet basic human needs, such as water, including wastewater management, food, housing, healthcare, including occupational healthcare, education, including vocational training;

- Improved access to basic economic infrastructure, including sustainable transport, telecommunications and the internet, electricity and financial inclusion;
 - The development of high-quality local employment;
 - The development of social and democratic entrepreneurship;
 - A more inclusive society.
- The environmental exemplarity of the project. A project is environmentally exemplary when it contributes significantly to one of the following objectives:
 - More rational use of resources, in particular through recycling, circular economy practices or improved energy performance, including carbon neutrality;
 - Improving environmental impact, particularly with regard to pollutant emissions, mobility, biodiversity and ecosystems;
 - Adaptation to climate change.
- Equal opportunities. Innoviris assesses whether the project has taken into account the possibility that the theme and/or activities of the project could lead to discrimination against people directly or indirectly affected, based on gender, ethnic and cultural origin, sexual orientation, gender identity and expression, or social origin and situation.
- Ethical issues of the project. Innoviris assesses whether the project has taken into account legal and extra-legal ethical issues.

8 Project duration

| Co-problematisation | Co-research | Co-development |
|--|---|---|
| Maximum 15 months Possible renewal for maximum 12 months. | Maximum 36 months (including 6 to 9 months of closing and valuation) | Maximum 36 months (including 6 to 9 months of closing and valuation) |

9 Budget et subside

Each final proposal should include a budget for each partner using the template provided on the Co-Create program webpage.

There is no budget cap, but the budget and amount are part of the project assessment. As an indication, the average amount observed per partner for 12 months is €120,000.

Eligible expenses are presented in the [accounting guidelines](https://www.innoviris.brussels/general-accounting-directives).
 (<https://www.innoviris.brussels/general-accounting-directives>)

For the different types of eligible applicants, the percentages of the budget covered by Innoviris (intervention rate) are as follows:

9.1 Research organisations

The Region's financial intervention rate corresponds to the following rate:

| Co-problematisation | Co-research | Co-developement |
|---------------------|-------------|-----------------|
|---------------------|-------------|-----------------|

| | | |
|------|------|------|
| 100% | 100% | 80%* |
|------|------|------|

*For intervention rates below 100%, it is necessary for the entity to provide co-financing via other public, private or in-kind funds.

9.2 Non-profit organizations

The Region's financial intervention rate corresponds to the following rate:

| Co-problematisation | Co-research | Co-developement |
|---------------------|-------------|-----------------|
| 100% | 100% | 80%* |

* For intervention rates below 100%, it is necessary for the entity to provide co-financing via other public, private or in-kind funds.

Please note: the status of non-profit association does not automatically imply a non-commercial qualification. This depends on the activities of the non-profit organisation, the nature of the project and the tasks that the non-profit organisation will carry out within the framework of the project. Innoviris will carry out an analysis on the basis of the proposal and the applicant's qualification statement accompanying the proposal. If, following this analysis, the non-profit organisation is not qualified as a non-profit organisation in the context of the project submitted, it will be assimilated to a company. In this case, it should refer to the section below dedicated to companies and its size will be evaluated according to the criteria set out at this address: <https://www.nbb.be/fr/centrale-des-bilans/etablir/criteres-de-taille/criteres-de-taille-pour-les-associations-et>

9.3 Enterprises

For a **Co-problematisation** project, the subsidy is granted on the basis of de minimis aid and in accordance with the provisions of Regulation No. 2023/2831 of the European Commission of 13 December 2023 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid. This Regulation requires that the total amount of de minimis aid granted to the same beneficiary does not exceed €300,000 over a period of 3 years.

This applies regardless of the form and purpose of de minimis aid or subsidising entities (regional or national).

Pay attention to the fact that it is the responsibility of the beneficiary to provide to the Region full information on any other minimis aid that it may have received during the previous 3 years. To do so, the beneficiary must fill in the declaration of honour as an annex to the application form.

| | Co-problematisation |
|--------------------------|---------------------|
| De minimis aid framework | 100% |

For a **Co-research or Co-development** project or if the beneficiary cannot meet the conditions of the minimis aid framework in the context of a Co-problematisation project, the Region's intervention rate, in compliance with European rules, is expressed as a percentage of each partner's budget necessary to carry out the project. It varies according to the nature of the project and the size of the entity. The table below summarizes the intervention rates in effect.

| | Co-problematisation (if the de minimis aid framework cannot apply) | Co-research | Co-development |
|--------------------------------------|--|-------------|----------------|
| Very Small Business / Small Business | 70 % | 70 % | 45% |
| Medium-sized business | 60 % | 60 % | 35% |
| Large company | 50 % | 50 % | 25% |

The intervention rates may be increased by 15% of eligible costs, up to max. 80%, if the project meets one of the following conditions:

- the project is carried out in the context of an effective collaboration between at least two companies independent of each other, including at least one small or medium-sized enterprise, and without any single company bearing more than 70% of the eligible costs of the collaborative project;
- the project is carried out in the context of an effective collaboration between at least two undertakings independent of each other and having their registered office in at least two Member States, without any single undertaking bearing more than 70 % of the eligible costs of the collaborative project;
- the project is carried out in effective collaboration with a research organisation which bears at least 10% of the eligible costs of the collaborative project and which has the right to publish the results of that project to the extent that they are the result of research carried out by it itself;
- The results of the project are widely disseminated through conferences, publications, open access repositories or open source software.

For intervention rates below 100%, it is necessary for the entity to demonstrate its ability to finance its share of the project via private funds. Proof of the share can be provided by various documents (balance sheet, account statement, capital, bank loans, etc.).

9.4 The regional and municipal "administrative authorities" of the Brussels Capital Region (AA).

The table below summarizes the AA funding framework for a Co-Create project. Explanatory details can be found in the document "Support for public authorities in the framework of a Co-Create programme" available on [our website](#).

The activity of the AA is not considered to be an economic activity

| Co-problematisation | Co-research | Co- development |
|---------------------|-------------|-----------------|
| 100% | 100% | 80%* |

The activity of the AA is considered to be an economic activity. But this is inseparable from its prerogatives as a public authority.

| Co-problematisation | Co-research | Co-development |
|---------------------|-------------|----------------|
| 100% | 100% | 80%* |

The AA's activity is considered to be an economic activity that can be dissociated from its prerogatives as a public authority.

* the AA need to demonstrate its ability to finance its share of the project through other public, private or in-kind funds.

| | Co-problematisation | Co-research | Co-development |
|------------|---------------------|-------------|----------------|
| Small AA | 70 % | 70 % | 45% |
| Average AA | 60 % | 60 % | 35% |
| Great AA | 50 % | 50 % | 25% |

The AA need to demonstrate its ability to finance its share of the project.

The intervention rates may be increased by 15% of eligible costs, up to max 80%, if the project meets one of the following conditions:

- the project is carried out in the context of an effective collaboration between at least two companies independent of each other, including at least one small or medium-sized enterprise, and without any single company bearing more than 70% of the eligible costs of the collaborative project;
- the project is carried out in the context of an effective collaboration between at least two undertakings independent of each other and having their registered office in at least two Member States, without any single undertaking bearing more than 70 % of the eligible costs of the collaborative project;
- the project is carried out in effective collaboration with a research organisation which bears at least 10% of the eligible costs of the collaborative project and which has the right to publish the results of that project to the extent that they are the result of research carried out by it itself;
- The results of the project are widely disseminated through conferences, publications, open access repositories or open source software.

9.5 Clarifications and points of attention

It should be remembered that one of the objectives of the program is to increase the capacity of change agents to act by enabling them to meet the research or development needs. The funding is

primarily dedicated to support the risk of research and exploration. It must therefore support these actors and give them the means to enter into an exploratory process. The people working on the project must therefore be well qualified as change agents. **These people must therefore be identified in the application form and budgets.**

Innoviris pays attention to the levels of commitment to projects. Engaging in a Co-Create project is a significant amount of work that is not feasible if the actors are only very partially involved in the project.

Internal constraints of the project can seriously impact its feasibility. These may be too deep differences between the actors, the unavailability of some, the non-authorization of the hierarchy to enter into an exploratory approach, moral or professional dilemmas, etc. Rem. Controversies, disagreements, heterogeneities of points of view must be able to exist within a [co-creation](#) project. It is important to recognise this diversity and use it to explore areas where convergence perspectives or common action strategies can be formulated. However, if this aspect is not supported, it can very quickly impact the feasibility of the project. It is therefore important that the project shows in its mode of governance, its methods or the support provided, that it is attentive to these aspects as well as to the psycho-social aspects of group dynamics.

Projects are therefore encouraged to consider resources for facilitating [co-creation](#) methodologies and mediating group dynamics. This can be achieved through a co-creation coordination position, outsourcing, or a combination of both.

A key factor in the success of Co-creation is mutual trust within the community of meaning. We invite you to provide reasonable resources to organize moments of conviviality, greening, etc.

The subcontracting budget is intended to fund specific and dedicated tasks that cannot be carried out by the consortium. It is therefore not a position to finance co-researchers.

9 months before the end of a co-research/co-development project, it will be requested to provide a closure and valorization plan that will be carried out during the last 9 to 6 months of the project. This plan should include, among other things, the organization of a closing event. Part of the duration of the project will be therefore be devoted to the implementation of this plan and the project teams are invited to allocate the necessary resources to do so.

10 Intellectual property

The intellectual property belongs to the project partners. A clear and agreeable consortium agreement will need to be established, including a distinction between pre-project intellectual property and intellectual property to be acquired as part of the project. This agreement must be attached to the subsidy application form. It will also be necessary to identify any barriers to the use of the knowledge gained.

However, it should be remembered that the Co-Create program aims at knowledge democracy and science openness. This includes, among other things, openness to society and openness to publication and data. The collaboration agreement must therefore be consistent with these aspects.

11 Information and contacts

Any further information can be obtained from Innoviris: xhulhoven@innoviris.brussels