



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL  
ENVIRONMENT  
Directorate C – Zero Pollution  
ENV.C.3 – Clean Air & Urban Policy



## European Green Capital & Leaf Award 2025

### Call for Applications - Rules of Contest



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# 1 INTRODUCTION

## 1.1 BACKGROUND

This is a contest for an EU prize in the field of environment under the LIFE programme.

The regulatory framework for this EU Funding Programme is set out in the:

- Regulation 2018/1046 (EU Financial Regulation<sup>1</sup>).
- Basic act, the LIFE Regulation<sup>2</sup>.

The call is launched in accordance with the Multiannual Work Programme LIFE<sup>3</sup> and will be managed by **the European Commission, DG Environment (hereinafter 'DG ENV')**. We invite you to read the call documentation carefully, and in particular the Rules of Contest as well as the attached documents.

You are also encouraged to visit the European Green Capital and Leaf Awards webpage<sup>4</sup> to consult the list of prizes funded previously.

The present rules of contest established by the European Commission cover both the **European Green Capital Awards (EGCA) 2025** and **European Green Leaf Awards (EGLA) 2025**.

The **European Commission** manages the contest with the support of the European Green Capital and European Green Leaf Awards Secretariat.

The award of the financial prizes will be managed solely by the European Commission's Directorate-General for the Environment (DG ENV).

## 1.2 OBJECTIVES THEMES AND PRIORITIES

In 2021, the UN Human Rights Council unanimously passed a resolution recognising the right to a clean, healthy and sustainable environment as a human right. The text also calls on all stakeholders to work together to implement this resolution. The statement on One Health<sup>5</sup>, developed jointly by the global health, food and environment organisations, recognises the close links between health and environment and the need to collaborate across sectors adopting a holistic approach to ensuring clean water, energy and air, safe and nutritious food, taking action on climate change, and contributing to sustainable development.

At EU level, countries are already working together and building synergies for the green transition. Cities are among the main drivers for change and for the implementation of the **European Green Deal**<sup>6</sup>.

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<sup>1</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32018R1046>

<sup>2</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32021R0783&from=EN>

<sup>3</sup> Commission Implementing Decision of 9.7.2021 on the financing of the LIFE programme and the adoption of the work programme for the years 2021 to 2024, Brussels 9.7.2021 C (2021) 4997 final.

<sup>4</sup> [https://ec.europa.eu/environment/europeangreencapital/index\\_en.htm](https://ec.europa.eu/environment/europeangreencapital/index_en.htm)

<sup>5</sup> <https://www.who.int/news/item/01-12-2021-tripartite-and-unep-support-ohhlep-s-definition-of-one-health>

<sup>6</sup> [https://ec.europa.eu/info/strategy/priorities-2019-2024/european-green-deal\\_en](https://ec.europa.eu/info/strategy/priorities-2019-2024/european-green-deal_en)

The majority of Europeans (around 70%<sup>7</sup>) live in urban areas. Cities in particular have an important role to play in pushing forward societal and environmental change. Cities will be pivotal in the local delivery of the European Green Deal.

Cities across Europe are facing several environmental and climate challenges. Air pollution continues to be the main environmental cause of adverse health impacts, including premature deaths. Europe's water bodies still face significant pressures. Biodiversity and ecosystems continue to deteriorate. Environmental noise is a continued concern, and inefficient waste management practices mean that significant quantities of valuable resources are lost, hindering the transition to a more circular economy. Cities continue to generate increasing GHG emissions and at the same time are vulnerable to the impacts of climate change.

European environment policy comprises a number of key strategies to fulfil the goals of the European Green Deal. The **Biodiversity Strategy**<sup>8</sup> for 2030 including **Natura2000**<sup>9</sup> and the **Forest Strategy**<sup>10</sup>, are important. The **Zero Pollution Ambition**<sup>11</sup> and its Action Plan for air, water and soil provide cities with key targets. The **Circular Economy Action Plan**<sup>12</sup> is equally relevant and important to urban areas. A number of other policy areas in the European Green Deal are relevant to cities: clean energy; sustainable industry; building and renovating; sustainable mobility; and more sustainable food systems with a **"Farm to Fork" vision**<sup>13</sup>.

The first edition of the **Zero Pollution Monitoring and Outlook report**<sup>14</sup> published in December 2022 makes clear that major efforts are needed at all governance levels to reach the ambitious zero pollution targets for 2030. The involvement of each and everyone is a vital element for success.

The European Commission initiated the **Green City Accord**<sup>15</sup> (GCA) to spur development and action in cities. The 'Green City Accord' launched by the European Commission 2020 is a high-profile environment initiative and complements the **Covenant of Mayors for Climate and Energy**<sup>16</sup> initiative. As of December 2022, 102 mayors have signed the Accord and committed to take further action on air and water quality and management, waste/circular economy, nature/biodiversity and noise to make their cities cleaner, greener and healthier by 2030. Complementing the efforts in helping cities to becoming climate-neutral, in 2021 the European Commission initiated the **100 Climate-Neutral Cities Mission**. The selected cities<sup>17</sup> have the ambition to become climate-neutral by 2030 focussing on their CO2 footprints.

Last year, three new environmental initiatives were published by the Commission. First, the **Soil Strategy**<sup>18</sup> is very relevant for cities and for preserving green areas or restoring sealed spaces in the city. Second, a proposal for a regulation to curb **deforestation**<sup>19</sup> and promote sustainable consumption. And third, new rules to govern **waste shipments**<sup>20</sup> will boost the circular economy and ensure that waste exports do not harm the environment or human health elsewhere.

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<sup>7</sup> <https://ec.europa.eu/eurostat/web/products-eurostat-news/-/edn-20200207-1>

<sup>8</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:52020DC0380>

<sup>9</sup> [https://ec.europa.eu/environment/nature/natura2000/index\\_en.htm](https://ec.europa.eu/environment/nature/natura2000/index_en.htm)

<sup>10</sup> [https://ec.europa.eu/environment/strategy/forest-strategy\\_en](https://ec.europa.eu/environment/strategy/forest-strategy_en)

<sup>11</sup> [https://ec.europa.eu/environment/strategy/zero-pollution-action-plan\\_en](https://ec.europa.eu/environment/strategy/zero-pollution-action-plan_en)

<sup>12</sup> [https://ec.europa.eu/environment/strategy/circular-economy-action-plan\\_en](https://ec.europa.eu/environment/strategy/circular-economy-action-plan_en)

<sup>13</sup> [https://ec.europa.eu/food/horizontal-topics/farm-fork-strategy\\_en](https://ec.europa.eu/food/horizontal-topics/farm-fork-strategy_en)

<sup>14</sup> [https://environment.ec.europa.eu/publications/zero-pollution-monitoring-and-outlook-report\\_en](https://environment.ec.europa.eu/publications/zero-pollution-monitoring-and-outlook-report_en)

<sup>15</sup> [https://environment.ec.europa.eu/topics/urban-environment/green-city-accord\\_en](https://environment.ec.europa.eu/topics/urban-environment/green-city-accord_en)

<sup>16</sup> [https://commission.europa.eu/news/eu-covenant-mayors-climate-energy-new-website-2022-11-23-0\\_en](https://commission.europa.eu/news/eu-covenant-mayors-climate-energy-new-website-2022-11-23-0_en)

<sup>17</sup> [https://ec.europa.eu/commission/presscorner/detail/en/ip\\_22\\_2591](https://ec.europa.eu/commission/presscorner/detail/en/ip_22_2591)

<sup>18</sup> [https://ec.europa.eu/commission/presscorner/detail/en/fs\\_21\\_5987](https://ec.europa.eu/commission/presscorner/detail/en/fs_21_5987)

<sup>19</sup> <https://ec.europa.eu/environment/forests/deforestation.htm>

<sup>20</sup> [https://ec.europa.eu/commission/presscorner/detail/en/qanda\\_21\\_5918](https://ec.europa.eu/commission/presscorner/detail/en/qanda_21_5918)



This year, important environment legislative proposals were adopted in key areas of biodiversity, zero pollution and nature protection. Especially relevant for cities are proposals for stricter rules **on air and water quality**<sup>21</sup>. Among the major upcoming environmental initiatives for urban areas are proposals on a **Nature Restoration Law** with the aim to ensure that there is no net loss of urban green space, and of urban tree canopy cover by 2030, compared to 2021, in all cities and in towns and suburbs. Furthermore, a **Soil Health Law** is planned, with proposals on soils sustainable management and soil decontamination and brownfield recycling.

### 1.3 OBJECTIVES EGCA AND EGLA

The EGCA was launched in 2010 and has become a well established EU initiative empowering cities to provide a better environment for their citizens. The EGLA for cities below 100 000 inhabitants was launched in 2015 in order to reach out to more cities.

The EGCA and EGLA are a recognition for cities for their comprehensive effort to increase the quality of life of their citizens for the climate and for the environment that directly affects them. The Awards seize the co-benefits of environmental action at all levels and with a network of likeminded cities of past winners and finalists, the group of frontrunning cities is growing. The network is an added value for cities, it gives access to actors at EU level, city peers and help from the Green Capital/Leaf Secretariat.

Throughout the year 2023, Tallinn, European Green Capital, will be supported by the Commission and have planned their title year<sup>22</sup>. Valencia is in the preparation phase of their title year 2024. Meanwhile, throughout next year via our social media channels, the past winners of the EGLA will present what they have achieved since their were awarded and good ideas that can be picked up by others.

#### The objectives of the EGCA and EGLA are to:

- a. Recognise and publicly acknowledge cities that have a consistent record of working towards high environmental standards;
- b. Encourage cities to intensify and speed up current targets and commit to ambitious goals for further environmental improvement and sustainable development;
- c. Engage citizens in embracing change, inspire others and promote experience and best practice in other European cities.

All European cities have the incentive to improve the quality of life for their citizens and reduce their impact on the environment. The key message of the awards is to recognise the frontrunning cities and motivate others to do more.

More information on both awards is available here:

- European Green Capital:  
[https://environment.ec.europa.eu/topics/urban-environment/european-green-capital-award\\_en](https://environment.ec.europa.eu/topics/urban-environment/european-green-capital-award_en)
- European Green Leaf:  
[https://environment.ec.europa.eu/topics/urban-environment/european-green-leaf-award\\_en](https://environment.ec.europa.eu/topics/urban-environment/european-green-leaf-award_en)

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<sup>21</sup> [https://environment.ec.europa.eu/news/zero-pollution-ec-proposes-rules-cleaner-air-and-water-2022-10-26\\_en](https://environment.ec.europa.eu/news/zero-pollution-ec-proposes-rules-cleaner-air-and-water-2022-10-26_en)

<sup>22</sup> <https://greentallinn.eu/en/>

Social media channels:

- Facebook: [EuropeanGreenCapitalAward](#)
- Twitter: [@EUGreenCapital](#)
- LinkedIn: [@EU Green Capital](#)

The European Commission intends to select the winner of the **European Green Capital 2025** title and **European Green Leaf 2025** title following a Europe-wide contest.

## 1.4 AVAILABLE BUDGET

The prize budget is as follows:

- **European Green Capital Award**
  - The **title** of European Green Capital 2025 to one winning city.
  - A **financial prize**<sup>23</sup> of EUR 600.000<sup>24</sup> to the winning city.
- **European Green Leaf Award**
  - The **title** of European Green Leaf 2025 to one or two winning cities.
  - A **financial prize**<sup>25</sup> of EUR 200.000<sup>26</sup> per winning city.

## 2 ADMISSIBILITY AND DOCUMENTS

### 2.1 TIMETABLE AND DEADLINES

Timetable and deadlines	
Opening:	19 January 2023
Deadline for submission:	30 April 2023 at 23:59 CET (Brussels)
Evaluation:	May-June 2023
Evaluation results:	June 2023
Jury and Award:	4-5 October 2023

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<sup>23</sup> The proposed financial prize will follow the rules on prizes as set out in the Financial Regulation applicable to the general budget of the Union and its rules of application (Title IX). <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32018R1046>

<sup>24</sup> The availability of the resources for awarding the financial prize is subject to the adoption of the EU 2023 Budget and its amendments.

<sup>25</sup> The proposed financial prize will follow the rules on prizes as set out in the Financial Regulation applicable to the general budget of the Union and its rules of application (Title IX). <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32018R1046>

<sup>26</sup> The availability of the resources for awarding the financial prize is subject to the adoption of the EU 2023 Budget and its amendments.

## 2.2 ADMISSIBILITY AND DOCUMENTS

The Application Form can be downloaded in English from the [registration portal](#), after submitting the required information on basic city contacts and data.

Applications must be submitted before the **call ‘deadline for submissions’** mentioned above. Late applications will not be accepted. Notification emails acknowledging **receipt** of submitted applications will be sent to applicant cities by the European Green Capital and European Green Leaf Awards Secretariat within two working days. It is essential that applicants ensure that they receive such a receipt. If they do not receive this confirmation e-mail, they should please write to [info@europeangreencapital.eu](mailto:info@europeangreencapital.eu) or [info@europeangreenleaf.eu](mailto:info@europeangreenleaf.eu) as soon as possible to make sure their application has been submitted correctly.

Applications must be submitted **electronically in PDF format** via the online Application Portal: [https://ec.europa.eu/eusurvey/runner/EGCA-EGLA2025\\_ApplicationPortal](https://ec.europa.eu/eusurvey/runner/EGCA-EGLA2025_ApplicationPortal)

Applications must be **complete** and contain all the requested information and all required annexes and supporting documents.

Your application must be **readable, accessible, printable**.

The signatory of the application should be the mayor or highest ranking city representative, authorised by national law to legally represent the city.

You may be asked at a later stage for further documents (for legal entity validation, bank account validation, ethics review, etc).

## 3 ELIGIBILITY AND EXCLUSION

### 3.1 ELIGIBILITY

The European Union is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. These values are common to the Member States in a society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men prevail.<sup>27</sup> Any official statement or conduct from an applicant city that questions these principles or values may result in the application being rejected.

This call for entries to the contest for the European Green Capital and Green Leaf Awards 2025 are open to the following applicants:

- Applicant cities from EU Member States as well as from European third countries that are associated to the LIFE programme at the time of closure of the present call.
- Cities from EEA countries can also participate in the call and win the award but the prize money will only be given to countries that are associated to the LIFE programme at the time of closure of the present call.<sup>28</sup>
- For the European Green Capital: Applicant cities from the countries listed above which have more than 100 000 inhabitants.

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<sup>27</sup> Article 2 of the Treaty of the European Union.

<sup>28</sup> Those EEA countries that have not acceded to the LIFE programme will receive the award title but not the material prize.

- For the European Green Leaf: Applicant cities from the countries listed above from 20 000 and below 100 000 inhabitants.
- In countries where there is no city with more than 100 000 inhabitants, the largest city is eligible to apply.
- For the purposes of this contest, a 'city' is understood to be an (1) urban area, including metropolitan areas (excluding agglomerations that combine more than one otherwise eligible cities<sup>29</sup>), and must encompass an (2) administrative unit governed by a city council or another form of democratically elected body.
- For population data, Eurostat will be the source of reference. For countries not covered by Eurostat, the Commission will perform specific checks when assessing the eligibility criteria, and might ask any concerned cities to prove they comply with this requirement.
- In any given year, cities can apply for either the European Green Capital Award or European Green Leaf Award, but not both at the same time.
- Past winners of the European Green Capital Award or European Green Leaf Award titles may not re-apply.

### 3.2 EXCLUSION

Applicants subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding **CANNOT** participate<sup>30</sup>: The following exclusion criteria apply:

- Bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts).
- In breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts).
- Guilty of grave professional misconduct<sup>31</sup> (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the prize).
- Committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the prize).
- Shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decisionmaking or control, beneficial owners or persons who are essential for the award/implementation of the prize).
- Guilty of irregularities within the meaning of Article 1(2) of EC Regulation No 2988/9532 (including if done by persons having powers of representation, decisionmaking or control, beneficial owners or persons who are essential for the award/implementation of the prize).

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<sup>29</sup> An agglomeration is understood to be a grouping of cities/towns/municipalities or other entities that form one or several urban areas, however not governed by the same city council).

<sup>30</sup> See Articles 136 and 141 EU Financial Regulation 2018/1046.

<sup>31</sup> Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting the contest, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

<sup>32</sup> <http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:31995R2988&qid=1501598622514>

- Created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decisionmaking or control, beneficial owners or persons who are essential for the award/implementation of the prize).

Applicants will also be refused if it turns out that<sup>33</sup>:

- During the award procedure they misrepresented information required as a condition for participating or failed to supply that information.
- They were previously involved in the preparation of the call and this entails a distortion of contest that cannot be remedied otherwise (conflict of interest).

Applicants must sign the declaration of honour stating that they are not in any of the situations above.

## 4 EVALUATION AND AWARD PROCEDURE

The evaluation process comprises **two steps**:

1. A technical evaluation carried out by a **Panel of Experts**.
2. A final assessment by the **Jury** that takes into consideration the experts' technical opinion and factors presented by the Commission.

On the basis of the evaluation by the Jury, the Commission, as the awarding authority, will decide on the award of the prize.

### 4.1 THE PANEL OF EXPERTS – ROLE AND COMPOSITION

The European Commission sets up the panel of seven experts, one expert per indicator, following a public call for applications. The members of the Panel of Experts are bound by a contract.

The Panel of Experts provides a technical assessment (based on objective, reliable and comparable information) and prepares the ground work for the selection of the cities to be awarded with the title of European Green Capital and European Green Leaf.

**The final decision on which cities will be short-listed lies with the Commission** (guided by, not bound by, the assessment of the Panel of Experts)<sup>34</sup>.

Members of the **Panel of Experts** are individuals appointed in their personal capacity who act independently and in the public interest. They must disclose any circumstances that could give rise to a conflict of interest by submitting a 'declaration of interests' ('DOI') form on the basis of the standard DOI form for expert groups. The Commission is committed to ensure that experts do not have a conflict of interest.

The **Panel of Experts** will meet a maximum of three times per evaluation cycle.

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<sup>33</sup> See Article 141(1) EU Financial Regulation [2018/1046](https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32018R1046&qid=1535046024012):  
<https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32018R1046&qid=1535046024012>

<sup>34</sup> The Commission may, if evidence supports this, alter the assessment provided by the Panel of Experts, in particular in circumstances where cities fail to live up to environmental standards established in EU Law).

## 4.2 THE JURY

The **Jury** is appointed by the European Commission (as represented by the Director General of DG ENV – note that the Director General of DG ENV is the authorising officer responsible for awarding the financial prize).

The **Jury** will be composed of some of the following organisations<sup>35</sup>:

- The European Commission's Directorate-General for Environment (Chair).
- The European Parliament.
- The European Committee of the Regions and / or the European Economic and Social Committee.
- The European Environment Agency.
- Environmental non-governmental organisations.

For transparency purposes, information about the composition of the Jury will be posted on the EGCA site prior to the deliberations. Any attempt to contact a member of the jury will result in automatic rejection of the applicant city.

All applicants will be informed in due time about the final decision; successful applicant cities will be awarded the prize; non-successful cities will be informed accordingly and they will be provided with the reasons for the decision.

## 4.3 EVALUATION PROCESS

The Awards have been successfully running for more than a decade. With the emergence of an increasing number of urban initiatives at European level, the twelve indicator areas from past contests were streamlined for this contest to align more closely with the Green City Accord, which was initiated in 2020.

This focuses on five key themes: air, water, noise, nature and biodiversity and circular economy. The award indicators include those five themes, as well as indicators for climate change mitigation and adaptation. This rationalisation also means that from 2025 both awards will have the same themes/indicators which should also facilitate input at city level.

Consequently, applications will be assessed against **seven indicators** as follows:

1. Air Quality
2. Water
3. Biodiversity, Green Areas and Sustainable Land Use
4. Waste and Circular Economy
5. Noise
6. Climate Change Mitigation
7. Climate Change Adaptation

In a first phase, a **Panel of Experts** assesses the applications on the basis of the above seven indicators.

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<sup>35</sup> [http://ec.europa.eu/environment/europeangreencapital/applying-for-the-award/the\\_jury/](http://ec.europa.eu/environment/europeangreencapital/applying-for-the-award/the_jury/)

## 4.4 SELECTION AND AWARD PROCESS

### 4.4.1 Pre-selection

Admissibility of the application, eligibility and non exclusion criteria will be examined first. These are minimum requirements and the applicants must meet these criteria in order to have their application further examined.

Applications not meeting the pre-selection requirements will be rejected and applicant cities duly informed on the reasons for their rejection.

### 4.4.2 Pre-evaluation stage by the Panel of Experts

The Panel of Experts will perform the technical assessment which will contain qualitative comments on each application. The assessment is made by the expert competent for one of the indicators, then it is subsequently peer reviewed by another expert. The seven indicators as examined and peer reviewed, are endorsed by the Panel of Experts.

To ensure the use of objective, comparable and reliable environmental information, the Panel of Experts will, for both awards, rely also on environmental data and indicators from the European Environment Agency.

The Panel of Experts will also consider if the city is concerned by infringements in the field of EU environmental law (or equivalent major procedures in non EU cities). In the application form, applicants should inform if they are aware of any EU proceedings vis-a-vis EU legislation concerning their city, in particular in the following areas: Air Quality, Water quality and efficiency, Biodiversity and Nature, Waste and Circular Economy, and Noise.

Guided by the Panel of Experts' recommendations, a shortlist of cities will then be established by the Commission and subsequently submitted to the Jury.

A summary of the Panel of Experts assessment of the shortlisted cities is made publicly available<sup>36</sup>. All eligible cities can request a copy of their technical assessment report.

The Jury receives prior to the meeting, a detailed technical assessment report from the Panel of Experts. This report serves as a background document for the deliberation and decision by the Jury.

### 4.4.3 Jury Deliberation

The shortlisted cities will be invited to present their application in front of the jury panel. For the jury briefing, the finalist cities will be asked to provide at least two weeks ahead of the jury panel the following documents:

- A document (of a maximum length of two pages) on the city's environmental governance, outlining how they work across policy silos and engage citizens and stakeholders from different political and societal fields including businesses.
- A document (of a maximum length of two pages) with a vision of the city's communication strategy and actions for the year 2025 as an European Green Capital or Leaf. This document

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<sup>36</sup> For EGCA: <http://ec.europa.eu/environment/europeangreencapital/press-communications/egca-publications/>  
For EGL: <http://ec.europa.eu/environment/europeangreencapital/press-communications/egl-publications/>

should give a first overview of what the focus areas would be and how the city will engage with others.

Representatives of each shortlisted city will be invited to give an oral presentation in front of the jury panel covering as follows:

1. The city's **overall strategy**, vision, and commitment to sustainability, and how these are implemented in practice.
2. The city's **communication strategy** and actions for its role as a European Green Capital or Leaf for the year 2025, which should address:
  - Citizen communication and involvement to date in relation to the seven environmental indicators, effectiveness via changes in citizen behaviour, lessons learned and proposed modifications for the future.
  - The city's ability to showcase its sustainability vision and plans at local and regional levels.
  - How the applicant city intends to fulfil their role in inspiring other European cities.
3. Their **proposal on concrete initiatives and measures** for their title year 2025 with the aim to enhance transition to a greener and more sustainable city. The city should give examples and inform about planning to reach targets as under the European Green Deal, in particular those specified in the Zero Pollution Action Plan, the Biodiversity Strategy and Circular Economy Action Plan and the Fit for 55 Package.

Following these presentations, the Jury will deliberate on the winner of the EGCA and EGLA 2025. The Jury will select the winners on the basis of the award criteria. For transparency of the overall process, the deliberation and conclusions of the Jury are presented in a publicly available 'Jury Report'<sup>37</sup> after the Award Ceremony.

Presentations to the Jury will take place on 4 and 5 October 2023 in Tallinn (European Green Capital 2023).

#### 4.4.4 Award stage

The winner of the European Green Capital Award 2025 and winner(s) of the European Green Leaf Award 2025 will be announced at the Awards Ceremony on 5 October 2023 in Tallinn (European Green Capital 2023).

## 5 AWARD CRITERIA

For the EGCA and EGLA, if cities are eligible, admissible, shortlisted and have presented their city in front of the jury panel (details see "jury deliberation" p. 11) the Jury will give scores to the following award criteria :

1. The technical assessment of the environmental performance of the applicant city, as well as the efforts made to work towards high environmental standards.
2. The applicant city's overall strategy, vision, and commitment to sustainability, and how these are being and will continue to be implemented in practice – as well as the approach the applicant city

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<sup>37</sup> For EGCA: <http://ec.europa.eu/environment/europeangreencapital/press-communications/egca-publications/>  
For EGL: <http://ec.europa.eu/environment/europeangreencapital/press-communications/egl-publications/>



intends to take as an European Green Capital or Green Leaf respectively. This includes the city’s performance on sustainable governance.

- The 2-page document on governance included in the application will also be subject to assessment at the jury stage.
3. The applicant city’s communication strategy and actions for its role as an European Green Capital or Green Leaf, which should address:
- Citizen communication and involvement to date in relation to the seven environmental indicators, effectiveness via changes in citizen behaviour, lessons learned and proposed modifications for the future.
  - The extent of the applicant city's ability to showcase the city’s sustainability vision and plans at local and regional levels.
  - How the applicant city intends to fulfil their role of Green Ambassador/role model, inspiring other European cities.
  - The above three award criteria will be assessed *inter alia* taking into account the initiatives and measures proposed for the Award year to enhance the applicant city’s environmental sustainability and to contribute to achieving the applicant city’s sustainability vision.
  - The 2-page document with a vision of the city’s communication strategy and actions for the year 2025 as an European Green Capital or Leaf will also be subject to assessment at the jury stage.

Award criteria		Product provided by applicant city	Assessment at a level of	Minimum pass score	Maximum score	Total minimum pass score	Total maximum score
1	Technical assessment of the environmental performance (7 indicators)	Application form duly filled in	Expert panel	6	10	42	70
				Per indicator	Per indicator		
2	Strategy, vision, and commitment to sustainability and related implementation planning, including via Green City Accord commitments	City presentation and 2 page document on governance	Jury panel			18	30
3	Communication strategy and planning of events/initiatives during the title year in case the city wins	City presentation and 2 page document on city’s communication strategy and actions	Jury panel			12	20
<b>Total scores</b>						<b>72</b>	<b>120</b>

Applications must pass both the individual minimum pass scores for each indicator **and** the total minimum pass score. The prizes will be awarded to the applications with the best scores. Other applications will be rejected.

## 6 OTHER CONDITIONS

The winner is expected to organise events and take initiatives during their title year, whereby the following applies:

- The budget the city sets aside for their title year has to be maintained at a level capable of delivering a high-quality programme.
- The European dimension has to remain sufficiently strong and a final draft be sent to the Commission ahead of the title year.
- The marketing and communication strategy and communication material (printed and online) used by the winning city and the projects of the city to enhance its sustainability must clearly reflect the fact that the awards are an initiative of the European Commission. For this purpose, the winning city shall make use exclusively of the official 'winning city' branding by the European Commission, where applicable (see 'Letter of Intent' below). Details on the rules and requirements for applying the logo are included in the Branding Rules document (see annex 4 and 5 'Letter of Intent').
- The winning city shall report on the use of the financial prize including the city's vision, plans and measures to achieve targets specified in the Zero Pollution Action Plan, the Biodiversity Strategy and Circular Economy.
- The winning city shall **report on the impact** of the title no later than **6 months** after their title year expired.
- A **legacy report** shall be provided no later than **two years** after the end of their title year, reflecting on the impact the Award has had and still has on the city. It will be assumed that the plans for monitoring and evaluation of the title awarded to the city are in place.

The winning cities of the EGCA 2025 and EGLA 2025, will gain attention Europe-wide. They will act as models inspiring other cities to follow the example and this will have a multiplying effect.

To support the winning cities in this endeavour, the European Commission will summarise a list of activities that are enshrined in a non-binding agreement, called 'Letter of Intent', between the European Commission's DG ENV and the winning city (annex 4 and annex 5 respectively).

The Letter of Intent is complemented by monitoring guidelines, a guideline document for monitoring the impact of the European Green Capital/Leaf title, as well as a 'communication toolbox', containing a number of instructions which will be useful in helping to promote the year as the European Green Capital/Leaf. An important element of the communications toolbox is the graphic design, ensuring continuity of the European Green Capital/Leaf Award 'brand' from year to year so that, by promoting the European Green Capital/Leaf Award brand, the visibility for the winning city is also increased and guaranteed after the city's European Green Capital/Leaf (calendar) year expires.

The European Commission shall be authorised to publish or to refer to, in whatever form and on or by whatever medium, the following information:

- The name of the winning city.
- The locality and address of the winning city.
- The completed application of the winning city<sup>38</sup>.
- The general purpose of the communication strategy and implemented projects / actions as presented at the jury meeting.

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<sup>38</sup> With due regard to data protection issues and protection of commercial interests if applicable.

- The amount of the financial prize legally committed.

## 6.1 PAYMENT ARRANGEMENTS

For the **European Green Capital 2025** one winning city will receive the award and a final prize of **EUR 600.000** (six hundred thousand euros)<sup>39</sup>.

For the **European Green Leaf 2025** one or two winning cities will receive the award and a final prize each of **EUR 200.000** (two hundred thousand euros)<sup>40</sup> per city.

The winner of the EGCA and EGLA will be announced at the Awards Ceremony. For the EGCA and EGLA, the payment of the prizes will take place in two instalments:

- 70% will be paid after the city has submitted a more concrete planning of events and actions for their winning year. Payment will need to be claimed within three months of the date that the title is awarded or by 31 December 2023 at the latest. The winning cities are encouraged to use the prize as a contribution towards implementing the initiatives and measures to enhance the city's environmental sustainability as part of the winning city's European Green Capital/Leaf year 2025, **as set-out by the city's sustainability vision presented at the jury meeting**. Prior to the payment of the first instalment, a kick-off meeting between the winning cities and the European Commission shall be set up to assess compliance with this requirement. The kick-off meeting shall take place no later than one month following the award of the European Green Capital 2025 title.
- 30% during the 'title year' and no later than 30 June 2025, provided that the designated city continues to honour the commitments it made at the application stage, inter alia relating to the payment of the first instalment. Compliance with this requirement will be assessed by the European Commission on the basis of a follow-up report submitted by the winning city no later than 6 months after the end of the winning year. This report shall outline the actions that enhanced the **city's environmental sustainability vision** implemented as part of the cities' European Green Capital/Leaf year programme.

The financial prize will be paid to the winning city, after the submission by the city of the necessary financial information<sup>41</sup>.

## 6.2 COMMUNICATION — DISSEMINATION — VISIBILITY OF FUNDING

Prize winners must promote the prize and its results, by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner.

Communication activities related to the prize (including media interviews, press statements, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the prize must acknowledge EU support and display the European Green Capital or Green Leaf logo.

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<sup>39</sup> The availability of the resources for awarding the financial prize is subject to the adoption of the EU 2023 Budget and its amendments.

<sup>40</sup> The availability of the resources for awarding the financial prize is subject to the adoption of the EU 2023 Budget and its amendments.

<sup>41</sup> Financial information that is needed comprise the dully signed Legal Entity Form of the City and the Bank Account Form.

The logo must remain distinct and separate and cannot be modified by adding other visual marks, brands or text.

Further details are included in the branding rules as stated in the Draft Letter of Intent (Annex 4 and 5 respectively).

### **6.3 DATA PROTECTION AND INTELLECTUAL PROPERTY RIGHTS**

The Commission is bound by Regulation 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.<sup>42</sup> The Commission will process personal data from applicants in accordance with this regulation. For more details, please refer to the Data Protection Notice (Annex 6).

The awarding authority does not obtain ownership of the results produced in the context of the prize. However, the awarding authority has the right to use non-sensitive information relating to the prize and materials and documents received from the winners (such as pictures or audio-visual material, in paper or electronic form) for information, communication, dissemination and publicity purposes.

Photos and videos taken by the awarding authority either in preparation of the award ceremony or during the award ceremony are the sole property of the awarding authority.

### **6.4 CHECKS, AUDITS AND INVESTIGATIONS**

The awarding authority, the European Commission, the European Anti-Fraud Office (OLAF), the European Public Prosecutor's Office (EPPO) and the European Court of Auditors (ECA) may carry out checks, audits and investigations in relation to the prize.<sup>43</sup>

### **6.5 WITHDRAWAL OF THE PRIZE — RECOVERY OF UNDUE AMOUNTS**

The awarding authority may withdraw the prize after its award and recover all payments made, if it finds out that:

- False information, fraud or corruption was used to obtain it.
- The prize winners were not eligible or should have been excluded.
- The prize winners are in serious breach of their obligations under these Rules of Contest.

### **6.6 DISPUTES CONCERNING THE PRESENT PRIZE**

EU law applies to any dispute concerning the present prize. The competent court or arbitration tribunal to hear disputes in the General Court of the Court of Justice of the European Union:

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<sup>42</sup> OJ C 288, 31.08.2017.

<sup>43</sup> For the powers of OLAF, EPPO and ECA, see Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF) and repealing Regulation (EC) No 1073/1999 of the European Parliament and of the Council and Council Regulation (Euratom) No 1074/1999 (OJ L 248, 18/09/2013, p. 1), Council Regulation (Euratom, EC) No 2185/1996 of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities (OJ L 292, 15/11/1996, p. 2), Council Regulation (EU) 2017/1939 of 12 October 2017 implementing enhanced cooperation on the establishment of the European Public Prosecutor's Office ('the EPPO') and Article 287 of the Treaty on the Functioning of the EU (TFEU) and Article 257 of EU Financial Regulation 2018/1046.

General Court  
Rue du Fort Niedergrünwald  
L-2925 Luxembourg  
Tel.: (352) 4303-1 Fax: (352) 4303 2100  
E-mail: [GeneralCourt.Registry@curia.europa.eu](mailto:GeneralCourt.Registry@curia.europa.eu)

If applicants believe that there has been maladministration, they may lodge a complaint to the European Ombudsman within two years of the date when they become aware of the facts which form the basis for the complaint (see <http://www.ombudsman.europa.eu>).

## 6.7 APPLICABILITY OF PENALTIES

Financial or administrative penalties, or both, may be imposed on applicants who have made false declarations, or committed irregularities or fraud, in accordance with the conditions laid down in Article 136 and Article 138 of the Financial Regulation applicable to the general budget of the European Union and in proportion to the value of the financial prize.

## 7 HOW TO SUBMIT AN APPLICATION

All applications must be submitted directly **online via the online Application Portal in PDF format**. Paper format applications are **not** accepted.

The full application must be written in one of the official languages of the European Union. However, submission of the application in English is encouraged for the smooth and timely running of the assessment of the applications.

Applications must be complete. Applicants must answer to all questions and must complete all sections of the application form. If a question cannot be answered, reasons should be given. For further information on how to submit an online application, please refer to Annex 8.

Applications shall adhere to the word limits indicated in each section of the application form. Any words above the specified limit will not be taken into account and may leave application answers incomplete. Text included in the body of graphics/tables will be included in the word count. Text included in the captions and headings (titles) of graphics/images/tables will not be included in the word count, however these should not exceed 20 words.

Applicant cities may be contacted in case of clerical and/or administrative errors or for missing documents.

### 7.1 RULES FOR THE SUBMISSION OF AN APPLICATION

Complete the application form (Annex 1). Use the Guidance Note (Annex 2) to facilitate completion.

- Complete the application form giving careful information for each of the seven indicators of the application form. For each indicator, 4 sections have to be completed:
  - a. Describe the present situation
  - b. Describe the measures implemented over the last five to ten years
  - c. Describe the short and long term objectives for the future and approach to achieve these objectives

- d. Explain how the above information can be documented, adding links if possible.
- The application must be fully completed and submitted on the application platform. The following section must be carefully filled in directly on the platform:
  - City introduction and Context and seven indicator sections
  - Good Practice (voluntary)
  - Mayoral Declaration and Declaration on Honour (to be uploaded as PDF)
- There is a limit of graphics/images/tables to be provided per indicator area, city introduction and context section and good practice section of the application form that should be adhered to. Please see Annex 1 and Annex 2.
- Ensure that Annex 3, Mayoral declaration, is duly signed by the Mayor or by the highest City Representative, authorised by national law to represent legally the city and stamp with the official city seal.
- Complete and sign the declaration on honour on exclusion criteria and selection criteria, Annex 7.

All queries should be directed to the Secretariat:  
[info@europeangreencapital.eu](mailto:info@europeangreencapital.eu) or [info@europeangreenleaf.eu](mailto:info@europeangreenleaf.eu)

## 7.2 RULES FOR THE SUBMISSION OF FINALISTS DOCUMENTS

Shortlisted cities will be asked to send in further documents as follows:

- A document (of a maximum length of two pages) on the city's **environmental governance**, outlining how they work across policy silos and engage citizens and stakeholders from different political and societal fields including businesses.
- A document (of a maximum length of two pages) with a vision of the **city's communication strategy and actions** for the year 2025 as an European Green Capital or Leaf. This document should give a first overview of what the focus areas would be and how the city will engage with others.

Those two documents **must be a PDF document and labelled correctly**, as follows: Governance\_CITY, DraftPlanning\_City. The documents will need to be sent by 11 September 2023 to the EGC-EGL Secretariat and are destined for the jury.

## 8 IMPORTANT INFORMATION

### IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc.*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call updates).
- **No double funding** — There is a strict prohibition of double funding from the EU budget. Applications that have already received an EU prize cannot receive a second prize for the same activities.
- **Resubmission** — Applications may be changed and re-submitted until the deadline for submission. For first past the post prizes with cut-off dates, applications can be changed and re-submitted until the cut-off date;
- **Cancellation** — The awarding authority may cancel the contest or decide not to award the prize — without any obligation to compensate participants (*e.g. no applications, jury cannot determine winner, winner is not eligible or must be excluded, objectives have already been achieved, etc.*). In this case, you will be informed via a call update.
- **Transparency** — In accordance with Article 38 of the **EU Financial Regulation**<sup>1</sup>, information about EU prizes awarded and the winners (name, address and amount awarded) is published each year on the Europa website<sup>2</sup>.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — Any processing of personal data in the context of this prize will be done in accordance with Regulation 2018/1725<sup>3</sup>. It will be processed solely for the purpose of evaluating your application (and subsequent management of your prize and, if needed, programme monitoring, evaluation and communication). Details are explained in the Funding & Tenders Portal Privacy Statement<sup>4</sup>.

By submitting the application, all applicants accept that the awarding authority will publish information on the finalists and winners

1 <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32018R1046&qid=1535046024012>

2 [https://ec.europa.eu/budget/fts/index\\_en.htm](https://ec.europa.eu/budget/fts/index_en.htm)

3 <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32018R1725&qid=1547993085271>

4 <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/legalnotice>

## 9 ANNEXES

- Annex 1 European Green Capital & Leaf Awards 2025 Application Form
- Annex 2 European Green Capital & Leaf Awards 2025 Guidance Note
- Annex 3 European Green Capital & Leaf Awards 2025 Mayoral Declaration
- Annex 4 European Green Capital 2025 *Draft* Letter of Intent
- Annex 5 European Green Leaf 2025 *Draft* Letter of Intent
- Annex 6 Data Protection Notice
- Annex 7 Declaration on Honour on exclusion criteria and selection criteria



## **Annex 1**

# **European Green Capital & Leaf Awards 2025 Application Form**



# **European Green Capital & Leaf Award 2025**

## **Application Form**

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Please complete the submission for the EGCA and EGCL 2025 Awards in this Application Form. **Applicants must read the Guidance Note** before completing their application and consult this document while undertaking their responses.

The application form consists of 9 sections: the 'City introduction and Context' section, a section on each of the 7 environmental indicators and the good practices section. All 7 environmental indicators carry equal weight. Each environmental indicator consists of the following sections:

- Section A – Present Situation – 50% of the weight
- Section B – Past Performance – 25% of the weight
- Section C – Future Plans – 25% of the weight
- Section D - References

**All sections must be answered** and all questions should be addressed. When an applicant cannot provide an answer to a question, reasons must be provided in the relevant section. Please note, the '**City Introduction and Context**' section does not form part of the overall assessment however it is a key component of the application and therefore must be completed. For **EGL applicants** the following applies: when an EGL applicant cannot provide certain benchmark data requested, a brief description of the current situation for the relevant indicator must be provided.

Under each section the maximum word count is indicated. **Word exceedances** will not be accepted and applicants must complete the **Word Count Check** at the end of each Indicator to verify that their response is within the word limits outlined in the application form.

## City Introduction and Context

Please provide the following information:

1. An overview of the city and a general background to the application, including examples of environmental, social and economic sustainability in the city.
2. A description of the key environmental challenges which the city faces, including factors which have influenced the city's development.
3. The following two maps:
  - a. Map 1 should show the layout of urban areas, geographical and other features across the city.
  - b. Map 2 should show the city in the context of the wider surrounding area.

Please also complete the following tables:

Table 1: Benchmarking Data - City Introduction and Context

Indicator	Units	Year of data
Population	Number of inhabitants	
Area	km <sup>2</sup>	
Population Density	Inhabitants/km <sup>2</sup>	
GDP	€/capita	

Table 2: Other commitments and awards

Commitment/Awards	Yes/No	Description
Signed Covenant of Mayors for Climate and Energy 2030	<input type="checkbox"/>	When: [year]
Signed Green City Accord <sup>1</sup>	<input type="checkbox"/>	When: [Year]
Winner of other City Awards	<input type="checkbox"/>	[...list here]
Other commitments at European level <sup>2</sup>	<input type="checkbox"/>	[...list here]

(max. 1000 words and five graphics, images or tables plus the two requested maps as detailed above)

## Word Count Check

Please complete the below word count check.

Section	Number of words in graphics/images/tables	Number of words in body of text	Total number of words in graphics/ images/ tables and body of text	Max. words
Introduction				1000

<sup>1</sup> [environment.ec.europa.eu/topics/urban-environment/green-city-accord\\_en](http://environment.ec.europa.eu/topics/urban-environment/green-city-accord_en)

<sup>2</sup> For example signed [Climate Pact](#), etc.

# 1. Air Quality

## 1.A Present Situation

Please complete the following table with **official data** from sampling points reporting under the Ambient Air Quality Directive (2008/50/EC) <sup>3</sup> <sup>4</sup>. Please provide the most recent data that is available.

Table 3: Benchmarking Data - Air Quality

\* For EGL applicants the following applies: in case there are no sampling points reporting under the Ambient Air Quality Directive in the city, indicate to which air quality zone the city belongs and briefly describe the latest air quality assessment available for this zone.

Indicator for each sampling point (only sampling points reporting under the Ambient Air Quality Directive (2008/50/EC))	Unit	Year of Data
Number of sampling points reporting PM <sub>2.5</sub>	No.	
Annual average PM <sub>2.5</sub> concentration for each sampling point	µg/m <sup>3</sup>	
Number of sampling points reporting PM <sub>10</sub>	No.	
Annual average PM <sub>10</sub> concentration for each sampling point	µg/m <sup>3</sup>	
Number of days where the daily limit value for PM <sub>10</sub> of 50 µg/m <sup>3</sup> has been exceeded per year for each sampling point	No.	
Number of sampling points reporting NO <sub>2</sub>	No.	
Annual average NO <sub>2</sub> concentration for each sampling point	µg/m <sup>3</sup>	
Number of hours in which the hourly limit value for NO <sub>2</sub> of 200 µg/m <sup>3</sup> has been exceeded per year for each sampling point	No.	

Please elaborate on the benchmarking data entered in the table above. Please provide the following information:

1. A breakdown of the sources of air pollution (e.g. the contribution of different local sources and from long-range transport to the annual mean concentration of PM<sub>2.5</sub>, PM<sub>10</sub> and NO<sub>2</sub>, as mentioned in the table above).
2. Maps of air pollutant concentrations. If there are other sampling points in your city besides those reporting under the Ambient Air Quality Directive (2008/50/EC), please also provide data from this additional monitoring and/or modelling, and indicate clearly which data falls into which category.
3. The existence and implementation status of an air quality plan as per the Ambient Air Quality Directive (2008/50/EC).
4. The city's current approach to informing, raising awareness and engaging citizens in terms of air quality.

**(max. 1000 words and five graphics, images or tables)**

<sup>3</sup> <https://www.eea.europa.eu/themes/air/air-quality-concentrations/classification-of-monitoring-stations-and>

<sup>4</sup> <https://www.eea.europa.eu/themes/air/explore-air-pollution-data>

## 1.B Past Performance

The aim of this section is to make clear how the situation described in the previous section has been achieved in the past ten years. Please provide the following information:

1. Charts showing the following trends over a period of 10 years:
  - a. Annual average concentration of PM<sub>2.5</sub>, PM<sub>10</sub> and NO<sub>2</sub> for each sampling point reporting under the Ambient Air Quality Directive (2008/50/EC), clearly indicating if and when annual limit values were exceeded.
  - b. Number of daily limit value exceedances for PM<sub>10</sub> per year for each sampling point reporting under the Ambient Air Quality Directive (2008/50/EC).
  - c. Number of hourly limit value exceedances of NO<sub>2</sub> per year for each sampling point reporting under the Ambient Air Quality Directive (2008/50/EC).
2. Actions and measures taken by the city authorities in the last 10 years that significantly affected the trends and changes mentioned under point 1.

**(max. 600 words and five graphics, images or tables plus the requested charts detailed above)**

## 1.C Future Plans

Please describe the following:

1. The medium term (2030) and long term (2050) objectives regarding air quality, with a focus on PM<sub>2.5</sub> and NO<sub>2</sub>, and keeping in mind the 2030 targets and zero pollution objective for air recently proposed by the Commission<sup>5</sup>.
2. The planned measures to achieve the ambitions described under 1. Please also describe:
  - a. which innovations your city is planning to use.
  - b. whether and how air quality measures are integrated with other plans in the city, such as Sustainable Energy & Climate Action Plans (SECAPs) under the Covenant of Mayors, Sustainable Urban Mobility Plans or Climate City Contracts under the EU Mission on Climate-Neutral and Smart Cities.
3. To what extent measures and ambitions described under 1 and 2 are supported by:
  - a. strategic and policy commitments
  - b. budget and resource allocations
  - c. plans for monitoring of impacts
  - d. participatory approaches
4. Current or outstanding ongoing environmental legal proceedings, including infringement procedures under the Ambient Air Quality Directives (2008/50/EC and 2004/10/EC) that concern exceedances of air quality standards or issues with air quality monitoring in your city. If there are, please indicate how and when you are planning to have ensured compliance in your city.

**(max. 600 words and five graphics, images or tables)**

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<sup>5</sup> [https://environment.ec.europa.eu/news/zero-pollution-ec-proposes-rules-cleaner-air-and-water-2022-10-26\\_en](https://environment.ec.europa.eu/news/zero-pollution-ec-proposes-rules-cleaner-air-and-water-2022-10-26_en)



## 1.D References

List supporting documentation, adding links where possible. Further detail may be requested during the pre-selection phase. Documentation should not be forwarded at this stage.

**(max. 400 words)**

### Word Count Check

*Please complete the below word count check.*

Section	Number of words in graphics/images/tables	Number of words in body of text	Total number of words in graphics/ images/ tables and body of text	Max. words
1A				1000
1B				600
1C				600

**To access the full EGCA 2024 Application Form,  
please register by filling out the form [here](#).**

**Registration is free of obligations and does not require  
your city to enter the competition at a later stage.**

## **Annex 2**

# **European Green Capital & Leaf Awards 2025 Guidance Note**



# **European Green Capital & Leaf Award 2025**

## **Guidance Note**

January 2023

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# 1 INTRODUCTION

This **Guidance Note should be read in conjunction with the Application Form** for the European Green Capital & Leaf Award 2025. The Application Form can be downloaded in English from the [registration portal](#), after submitting the required information on basic city contacts and data.

## 1.1 EXPLANATORY NOTE ON INDICATORS

This note provides information on how to interpret the indicators and types of information cities must provide when applying. Applications must comply with the formal requirements set out in the Rules of Contest governing the European Green Capital & Leaf 2025 Award competition.

The Award Application Form has four sections per indicator:

- A. Present Situation** - focus on describing the present situation (include data, numerical information, figures, graphics etc.), including relevant infrastructure and systems, the state of play with respect to environmental performance and information on governance arrangements and responsibilities.
- B. Past Performance** - focus on the measures implemented and associated trends for the last ten years where your city made a difference, what obstacles your city overcame, etc.
- C. Future Plans** - focus on realistic and achievable plans, the objectives that these contain and the measures that will be used to achieve these.
- D. References** - for clarification purposes only.

The scores in Sections A, B, and C are weighted as follows: 50% A (present situation) – 25% B (past performance) – 25% C (future plans) as part of the technical assessment. The scores will be based on the information provided in these sections. Section D - References; will be used solely for clarification/verification of data purposes. Experts are not required to read additional information. For further guidance on these four sections please refer to Section 2.

### Information to be included

Include clear plans and objectives in the context of European legislation and in delivering the European Green Deal. Detail, where possible, the city's compliance/non-compliance with EU Directives and legislation.

It should be clearly noted if figures provided are for the city itself or incorporate a larger area/region.

Applicants should highlight integrated approaches to environmental management. The experts who will evaluate the application are only required to assess their primary and peer-review indicators. It means one expert reviews maximum two indicators. Where cross linkages between indicators/initiatives exist, they should be referred to in the different relevant indicator sections in the application form or by way of footnotes in order to allow the expert to make the link.

Where possible, please identify active community groups/stakeholders within the city in the relevant indicator and also highlight how the city has engaged with these groups in the course of developing a policy.

## Further Guidance

In advance of preparing an application, it is recommended that applicants look at the following:

- Technical Assessment Reports from past award cycles allow applicants to see what reoccurring themes are mentioned by experts in their feedback and allow the applicant to address these particular concerns.
- Past Applicant Workshop materials are available online for review, which should answer most of the questions that applicants may have and provide even further guidance as to what is expected from a winning city application. Past Applicant City Workshops can be found on our [EGC website](#), [EGL website](#) or on our YouTube [channel](#). Past winning city applications can also be consulted on the [EU Green Capital](#) and [EU Green Leaf](#) websites. Please take into account that the application form has changed (from 12 to 7 indicators).
- The following data sources:
  - [City air quality viewer](#)
  - [EEA database on environmental indicators](#)
  - [Joint Research Centre's urban data platform](#)
  - [Eurostat data sets](#)
- Latest EEA reports:
  - 2022 [Zero pollution: 2030 targets within reach but need stronger action — European Environment Agency \(europa.eu\)](#)
  - 2022 [How green are European cities? Green space key to well-being – but access varies — European Environment Agency \(europa.eu\)](#)
  - 2021 [Cities play pivotal roles in Europe's sustainability transition — European Environment Agency \(europa.eu\)](#)

If there are any queries on the application form, please do not hesitate to contact the European Green Capital & Leaf Award Secretariat who can field procedural questions or refer technical questions to the expert panel on behalf of a city. Please note that cities cannot liaise directly with the expert panel. The Secretariat can be contacted via email at [info@europeangreencapital.eu](mailto:info@europeangreencapital.eu) for the Green Capital Award and at [info@europeangreenleaf.eu](mailto:info@europeangreenleaf.eu) for the Green Leaf Award or by telephone at +32 (0) 2 548 12 89 for any queries.

## 1.2 FORMAT OF THE APPLICATION

Applicants are required to submit their response within the application form in the areas indicated by grey text in square brackets [EXAMPLE]. Original text in the application form should not be deleted. The format of the template of the application form must be adhered to.

All documents must be submitted in a PDF document format and uploaded through the [application portal](#).

The Rules of Contest governing the European Green Capital & Leaf Award 2025 competition, and in particular Section 2 and 3 therein, stipulate that all candidates shall complete the application form for **each of the 7 environmental indicators**. Applications that do not follow the requirements set out in



Section 2 and 3 at pre-selection stage shall be eliminated from the competition and will not be examined further.

Applicants are required to fill out **all** the sections of the application form. Applications which are not fully answered shall not be examined further. In the event that a question cannot be answered, reasons must be given in the corresponding section of the application form. Missing information however will negatively influence the assessment.

### 1.2.1 Word Count and Limitations

All word limits must be **strictly** adhered to. Any words above the specified limit will not be taken into account and may leave applicants' responses incomplete. The original text of the application form and the original text within tables with benchmarking data of each indicator **will not** be included in the word count. Applicants must complete the 'Word Count Check' provided at the end of each indicator to verify that their word count is within the acceptable limits. This word count includes a check of:

- Words in graphics/images/tables.
- Words in the body of text.
- Total number of words (words in graphics/images/tables **and** words in the body of text).

### 1.2.2 Limits for Number of Graphics/Images/Tables

A picture is worth a thousand words! It is highly recommended to make efficient use of the graphic/image/table allowance in order to optimise the application. The clever use of graphics/images/tables including infographics can reduce the amount of text required to describe a particular aspect of the application. Using before and after pictures to illustrate the implementation or effect of specific projects can be very useful and a good way to visually highlight the change resulting from a project.

There is a limit of **15 graphics/images/tables per indicator (5 for each section A, B and C)**. For the section 'City Introduction and Context' the limit is 5 graphics/images/tables. All limits for numbers of graphics/ images/tables must be adhered to. Images which consist of multiple jpegs combining to form one image/subject may be accepted if they are addressing a common theme. If the grouped images are not deemed to address a common theme, these will be considered as separate individual images which may result in exceedances of the limit. Please see Figure 1.5 below of an instance in which multiple jpegs are accepted as one image (Lisbon's application 2020).



Figure 1.1 - Grouped Images on a Theme that may be counted as a single image

### 1.2.3 Graphics/Images/Tables Word Limits

Graphics/images/tables must be uploaded in a pdf format on the online application platform.

Text included in the captions and heading (titles) of graphics/images/tables **will not** be included in the word count. These shall not exceed more than 20 words. Screenshots of websites/leaflets/posters which illustrate an item but are not intended to be read **will not** be counted towards the indicator word count, but **will be included** in the count of permitted graphics/images/tables per indicator area. Information essential to understanding a graphic/image/table (i.e. headings/titles/legends/text in columns/place names/numbers) **will not** be included in the word count, as these are relevant and essential to understand the information within. All other text included in graphics/images/tables **will** be included in the word count.

Please see Annex 1 for sample tables and sample graphics.

### 1.3 SUBMITTING AN APPLICATION

In order to submit a complete application form, the following must be adhered to:

The **Mayoral Declaration** (Annex 3 of the Rules of Contest) must be signed by the Mayor or highest ranking City Representative<sup>1</sup> and stamped with the official city seal, scanned and uploaded to the portal. Please ensure the Mayoral Declaration document is labelled correctly e.g. City Name\_Mayoral Declaration\_(EGCA or EGLA) 2025.

The **Declaration on Honour** on exclusion criteria and selection criteria (Annex 7 of the Rules of Contest) must also be completed, dated, signed, scanned, submitted in English, and uploaded to the portal. Please ensure the Declaration on Honour document is labelled correctly e.g. City Name\_Declaration on Honour\_(EGCA or EGLA) 2025.

An application form will be considered invalid if it is not accompanied by a completed, signed and stamped Mayoral Declaration, and completed and signed Declaration on Honour.

In addition to the Mayoral Declaration, and Declaration on Honour as set out above, nine (9) individual files will be uploaded in total: one (1) City Introduction and Context, seven (7) Indicators and one (1) Good Practices. The completed official EGCA application form must be submitted on the [Application Portal](#). Each file must be a **PDF document** and labelled correctly e.g. City Introduction and Context\_Lahti, Indicator 1\_Lahti, Indicator 2\_Lahti, ... etc. and Good Practices\_Lahti. Be aware that there is a **10MB limit for each uploaded file**. If your document exceeds the 10MB limit, please try to compress your PDF.

Only the online application form, submitted via the application portal, will be taken into account.

Online Application Portal: [https://ec.europa.eu/eusurvey/runner/EGCA-EGLA2025\\_ApplicationPortal](https://ec.europa.eu/eusurvey/runner/EGCA-EGLA2025_ApplicationPortal)

Please follow the instructions as detailed on the website:

- Green Capital Award: [https://environment.ec.europa.eu/topics/urban-environment/european-green-capital-award/applying-eu-green-capital\\_en](https://environment.ec.europa.eu/topics/urban-environment/european-green-capital-award/applying-eu-green-capital_en)
- Green Leaf Award: [https://environment.ec.europa.eu/topics/urban-environment/european-green-leaf-award/applying-eu-green-leaf-award\\_en](https://environment.ec.europa.eu/topics/urban-environment/european-green-leaf-award/applying-eu-green-leaf-award_en)

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<sup>1</sup> Signatory must be authorised by national law to legally represent the city

All queries should be directed to the Secretariat:

- European Green Capital: [info@europeangreencapital.eu](mailto:info@europeangreencapital.eu)
- European Green Leaf: [info@europeangreenleaf.eu](mailto:info@europeangreenleaf.eu)

Please note, that no technical support will be available **past 18:00 CEST (GMT +2) on 28 April and during the weekend 29-30 April 2023.**

The deadline for receipt of applications is at **23:59 CEST (GMT +2) on 30 April 2023.** Please make sure that the application form is complete by the time of submission.

## **1.4 TRANSLATION**

The technical assessment process is conducted in English. The full application shall be written in one of the official languages of the European Union. However, submitting in English is encouraged for the smooth and timely running of the assessment of the applications. If an application is submitted in a city's native language, the word count will be examined based on the original application, i.e. before it is translated into English. It will also be required to the city to send to the Secretariat the Application also in word format in order to proceed to the translation.

It should be noted that the European Green Capital & Leaf Award is conducted in the English language. This means the jury meetings and the award ceremony are held in English, and the communication with the winning city shall be conducted in English. It is advised that a native English speaker is consulted during the application process and/or before the application is submitted.

## 2 APPLICATION FORM AND DOCUMENTS

The EGCA and EGLA 2025 Application Form needs to be duly completed and it contains 9 separate sections:

- City Introduction and Context.
- Indicator 1: Air Quality.
- Indicator 2: Water.
- Indicator 3: Biodiversity, Green Areas & Sustainable Land Use.
- Indicator 4: Waste and Circular Economy.
- Indicator 5: Noise.
- Indicator 6: Climate Change Mitigation.
- Indicator 7: Climate Change Adaptation.
- Good Practices (voluntary).

The Monitoring Framework for the 8th Environment Action Programme (EAP)<sup>2</sup> was adopted in July 2022 with 26 headline indicators. Indicators retained for the EGCA and EGLA are consistent with this Monitoring Framework.

Each indicator must be completed under the following sections as set out in the application form:

- A. Present situation.** Describe the present situation, e.g. the relevant infrastructure and systems that are in place and the relevant state of play with respect to environmental performance. This section should also cover governance arrangements and responsibilities. Quantitative information/data should be provided to support the description, including at the minimum, the specific data requested for each indicator.
- B. Past performance.** The aim of this section is to make clear how the present situation described in Section A has been achieved. This should describe the strategies, plans and measures that have been implemented over the last ten years. Comment on which measures have been most effective. Also, include information on any relevant disadvantages or constraints resulting from historical, geographical and/or socio-economic factors which may have influenced this indicator. Where available, quantitative information/data should be provided from previous years in order to show recent trends.
- C. Future plans.** Describe the future medium (2030) and long-term (2050) objectives and the proposed approach to achieve these, including any additional strategies and plans. Include the measures adopted, but not yet implemented, and details for future measures already adopted. Emphasise to what extent plans are supported by political commitments, budget allocations, and monitoring and performance evaluation schemes
- D. References.** List supporting documentation, adding links where possible. Further detail may be requested during the pre-selection phase. Documentation should not be forwarded at this stage.

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<sup>2</sup> [https://ec.europa.eu/commission/presscorner/detail/en/ip\\_22\\_4667](https://ec.europa.eu/commission/presscorner/detail/en/ip_22_4667)

The City Introduction and Context and Good Practices sections are provided for information purposes and do not form part of the overall assessment. They help, however, to better understand highlights and city context.

Shortlisted cities will be asked to provide the following additional documents for the jury meeting (to be sent in by 11 September 2023 at the latest):

- Two-page document on environmental governance.
- Two-page document with the draft planning of the title year.

## **CITY INTRODUCTION AND CONTEXT**

Use this section to provide an overview of the city and context for the seven indicators. It will act as background information for the experts and will set the scene for the application as a whole in the context of historical, geographic, socio-economic and political constraints, contentious infrastructure/environmental projects and initiatives. This provides the Expert Panel with a clear insight into the factors influencing the city's development and environmental quality. Applicants should include any major local constraints, contentious infrastructure/environmental projects and initiatives.

Although it does not form part of the seven indicators and will not contribute towards ranking, this section must be completed to present a full application for assessment. It can help to elucidate any issues in the city which may impact on a particular environmental indicator. This will help the Expert understand the reasons why certain decisions have been made in the city and will support the evaluation of the application. It is beneficial to cross-reference to points made in the City Introduction and Context section where relevant to a particular indicator section as this may help make more effective use of the word limits. Please include a maximum of five graphics, images or tables to support the response to this section, including the two maps requested under point 3 in the application form.

The Secretariat will carry out a detailed background check on applicants' compliance with European legislation and governance. If the city is involved in a legal procedure under any European directive, or has been cited by the European Court of Justice, information on progress towards compliance should be provided.

### **2.1 AIR QUALITY**

The selected indicators are described in Directive 2008/50/EC of 21 May 2008 on ambient air quality and cleaner air for Europe<sup>3</sup>. The target and limit values in this directive are set to protect human health and the environment. Member States and their competent authorities should take action in order to comply with these limit and target values.

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<sup>3</sup> <https://eur-lex.europa.eu/legal-content/en/ALL/?uri=CELEX%3A32008L0050>

For presented air quality data use official data from monitoring stations reporting air quality data to the European Environment Agency (EEA) as per Commission Decision 2011/850. Please specify the type of sampling point (e.g. traffic, urban background, regional background).

### 1A. Present Situation

In Section A, for the annual concentrations of NO<sub>2</sub>, PM<sub>2.5</sub> and PM<sub>10</sub> provide a quantitative assessment of the contribution from local sources and from long-range transport for these pollutants as a percentage. For example, of the annual mean of NO<sub>2</sub> at traffic measurement stations about 75% originates from local sources and 25% from long-range transport. The contribution from long-range transport should ideally be determined as originating from outside the administrative boundaries of the city. The purpose of this assessment is to estimate how much of observed concentrations can be managed by the city government.

### 1B. Past Performance

In section B, provide information on air quality plans and measures implemented over the last ten years to improve the urban air quality and to increase awareness of air pollution.

For the following data, please use charts to illustrate where possible (see Figure 2.1 below for example):

1. Trend (10 years at least) of annual average NO<sub>2</sub> for each EEA monitoring site.
2. Trend (10 years at least) of annual average PM<sub>10</sub> for each EEA monitoring site.
3. Trend (10 years at least) of annual average PM<sub>2.5</sub>, for each EEA monitoring site.
4. Trend (10 years at least) of number of daily limit exceedances of PM<sub>10</sub> per year.
5. Trend (10 years at least) of number of hourly limit exceedances of NO<sub>2</sub> per year.

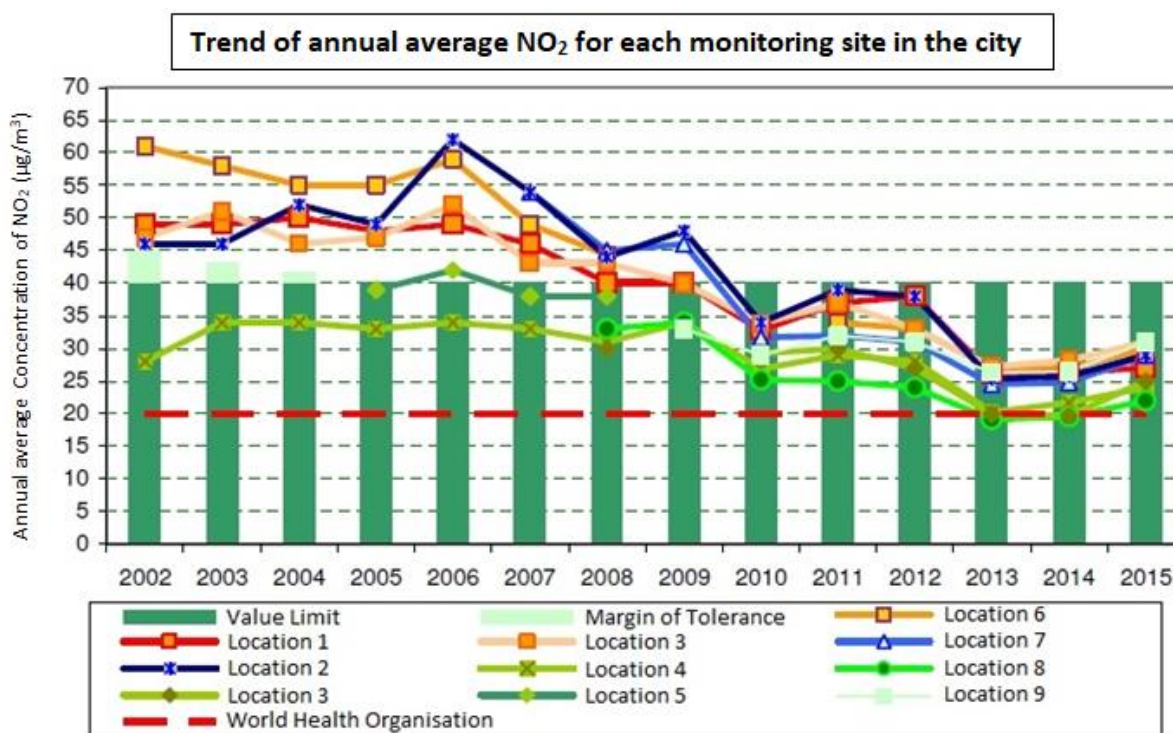


Figure 2.1 - Example Chart Format for Presenting Air Quality Trends

If available, provide information on the spatial variation in air pollutant concentrations (maps) during the past ten years.

Comment on the effectiveness of implemented measures in terms of pollutants emission abatement:

- Explain how the implemented measures have influenced the present situation.
- Describe whether air quality objectives and measures taken go beyond what is required by the Ambient Air Quality Directives, and how this is achieved.

### **1C. Future Plans**

In section C describe whether and how air quality planning and measures are integrated with other plans and measures in the city, such as Sustainable Energy and Climate Plans (SECAPs<sup>4</sup>) under the Covenant of Mayors and Sustainable Urban Mobility Plans (SUMP), and whether and how synergies have been achieved between objectives and measures on air quality and those in other areas.

Describe the short and long-term objectives for air quality and the proposed approach for their achievement, including in relation to the air quality-related targets of the Zero Pollution Action Plan for 2030<sup>5</sup> and the updated WHO Air Quality Guidelines of 2021. Emphasise to what extent plans are consolidated by commitments, budget allocations, monitoring and describe their expected impact in terms of future pollutant concentrations in ambient air.

## **2.2 WATER**

For this indicator information is requested on three topics:

- Drinking Water, for which the EU Drinking Water Directive (DWD, 2020/2184) is the most relevant legal framework.
- Wastewater, which is regulated in the EU Urban Waste Water Treatment Directive (UWWTD, 91/271/EEC) (be aware of the proposal for a revised Urban Wastewater Treatment Directive).
- Surface and ground water, with both the EU Water Framework Directive (WFD, 2000/60) and the Bathing Water Directive (2006/7/EC) as main legislations.

In case the city is served by a private, or public/private services company, or the regional/national authorities are responsible for the water services, please provide the information requested and describe the additional city activities.

### **2A. Present Situation**

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<sup>4</sup> Local authorities joining the CoM commit to submitting an action plan within two years after formally signing up to the initiative. More information on the SECAPs and the relevant processes can be found in the FAQ of the CoM - <https://eu-mayors.ec.europa.eu/en/FAQs>

<sup>5</sup> COM(2021)400)



In section A, the proportion of water losses from the distribution network can be either expressed as the Infrastructure Leakage Index (ILI) or as a % with the following calculation method: (revenue volume (on invoices)) / supplied volume) \* 100%.

Furthermore, a breakdown of the drinking water consumption is requested. For industry, agriculture, small business and tourism, water demand values should be reported for each sector both as total amount of used water (in cubic meter/year) and as share of total water consumption in the city (%). For the industry sector, please include the drinking water demand for cooling purposes. If your city is a tourist destination, detail the variation in water demand during the tourist season.

Regarding the requested data for waste water, population equivalent (PE), collecting systems, primary, secondary and more stringent treatments are defined in the UWWTD. The population not connected to waste water collecting systems might be served by individual and other appropriate systems. In these cases, please estimate the treatment level achieved (i.e. primary, secondary, and more stringent treatment levels).

## **2B. Past Performance**

In section B, please explain what sector-specific technical measures have been put in place to improve (drinking) water efficiency (e.g. water saving devices, network rehabilitation, water recycling/reuse), what incentives have been chosen (e.g. pricing, taxes, subsidies, metering, product eco-labelling, building rating), and what institutional and regulatory changes accompanied the implementation of measures (e.g. were they mandatory or voluntary) to reach the current situation.

## **1C. Future Plans**

In section C, describe innovative actions and emphasise initiatives that go beyond the legal requirements.

## **2.3 BIODIVERSITY, GREEN AREAS & SUSTAINABLE LAND USE**

The technical assessment of this indicator has three focal points:

- 1.** The presence, quality and amount of protected natural areas, habitats and species.
- 2.** The quality and amount of green infrastructure and green urban areas.
- 3.** The way green areas are integrated in spatial planning.

Relevant EU policies and legislation on this indicator are:

- EU Biodiversity Strategy for 2030, including the Soil Strategy and the Forest Strategy.
- EU Birds and Habitat Directive.

## **3A. Present Situation**

In section A, public green areas are defined as:

- Public parks or gardens/forests, for the exclusive use of pedestrians and cyclists, except green traffic islands or dividers, graveyards (unless the local authority recognises their recreational function or natural, historical or cultural importance).



- Green open-air sports facilities accessible to the public free of charge; private green areas (agricultural areas, private parks, forests) accessible to the public free of charge.

When defining ‘Inner City’ and ‘Overall City’ for the application, cities should follow the guidelines laid out by the European Commission (Cities in Europe; The new OECD-EC definition – RF 01/2012)<sup>6</sup> whereby the inner city is equivalent to ‘high density clusters’.

The requested data on urban tree canopy cover is derived from one of the draft obligations in the proposed EU Nature Restoration Law: a minimum of 10% tree canopy cover in every European city in 2050. Please note that in the table with benchmarking data the percentage tree canopy cover should **not** be added up to the percentages land use categories that together form 100%. This is because a tree canopy usually overlaps with another land use, like a road.

The percentage of people living within 300 m of green urban areas of >5,000 m<sup>2</sup> is a WHO recommendation<sup>7</sup>: urban residents should be able to access public green spaces of at least 0.5–1 hectare within 300 metres’ linear distance (around 5 minutes’ walk) of their homes.

### **3B. Past Performance**

The aim of this section is to make clear how the present situation described in Section A has been achieved. This should describe the strategies, plans and measures that have been implemented over the last ten years. Comment on which measures have been most effective.

### **3C. Future Plans**

The Soil Strategy for 2030<sup>8</sup> gives a set of measures that cities can develop, like the application of a land take hierarchy. This hierarchy prioritizes constructing in or rehabilitating already previously built-up areas above land use in natural or agricultural areas. Furthermore, the EU committed to plant 3 billion additional trees by 2030 in the Biodiversity and Forest Strategies<sup>9</sup>. In urban and peri-urban areas there is a lot of potential for tree planting with the highest benefits for air quality, biodiversity and climate adaptation. In section C your city’s ambitions to contribute to this goal is requested.

## **2.4 WASTE AND CIRCULAR ECONOMY**

The Waste Framework Directive (2008/98/EC) (WFD) as amended in May 2018<sup>10</sup> sets out the regulatory structure to protect the environment and human health by preventing or reducing the generation of waste, by reducing overall impacts of resource use and improving the efficiency of such use. The WFD is a key policy tool in support of the transition to a circular economy. The Directive includes key definitions such as waste, municipal waste, recycling, recovery etc. In responding to the

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<sup>6</sup> [http://ec.europa.eu/regional\\_policy/index.cfm/en/information/publications/regional-focus/2012/cities-in-europe-the-new-oecd-ec-definition](http://ec.europa.eu/regional_policy/index.cfm/en/information/publications/regional-focus/2012/cities-in-europe-the-new-oecd-ec-definition)

<sup>7</sup> [https://www.euro.who.int/\\_data/assets/pdf\\_file/0010/342289/Urban-Green-Spaces\\_EN\\_WHO\\_web3.pdf](https://www.euro.who.int/_data/assets/pdf_file/0010/342289/Urban-Green-Spaces_EN_WHO_web3.pdf)

<sup>8</sup> [https://ec.europa.eu/environment/publications/eu-soil-strategy-2030\\_en](https://ec.europa.eu/environment/publications/eu-soil-strategy-2030_en)

<sup>9</sup> [https://environment.ec.europa.eu/strategy/biodiversity-strategy-2030/3-billion-trees\\_en](https://environment.ec.europa.eu/strategy/biodiversity-strategy-2030/3-billion-trees_en)

<sup>10</sup> Available at [http://ec.europa.eu/environment/waste/framework/framework\\_directive.htm](http://ec.europa.eu/environment/waste/framework/framework_directive.htm)

questions on this indicator applicants are required to use the relevant definitions as set out in the Directive when describing their waste system.



**Figure 2.2 - The Waste Hierarchy**

The Directive describes basic waste management principles such as the waste hierarchy, separate collection of waste to ensure high quality recycling, extended producer responsibility and the polluter pays principle. It also includes recycling & preparation for reuse targets for municipal waste: the recycling targets for municipal waste will gradually move up to 65% in 2035.

The Zero Pollution Monitoring and Outlook Report that was published in December 2022, showed that Europe is not on track to achieve the targets for waste and plastics in the oceans. New initiatives on Zero Pollution can be expected as well as a growing demand for member states to step up implementation of the existing EU laws.

The information provided should include references to how waste management is considered and managed in the wider context of the circular economy (particularly in responding to Section C). Waste prevention strategies or plans in place including possible specific measures to reduce food waste, plastic waste and other waste materials including green public procurement should be mentioned too.

#### **4A. Present Situation**

In response to this section the applicant should aim to provide comprehensive details on the current waste management practices in the city tackling each of the bulleted items.

Cities are encouraged to use waste data in the form of tables and charts to support the responses. Any data submitted should be clear and complement the qualitative response.

#### **4B. Past Performance**

In response to this section the applicant should focus on describing how the programme of waste management, its implementation and development of infrastructure (collection and treatment) has progressed in the city over the past ten years. Each bulleted item is to be addressed and it is recommended that data tables and charts are used to complement the response.

#### **4C. Future Plans**

In response to this section the applicant should focus on describing the future plans, objectives and targets the city is aiming to achieve whilst emphasising the commitment to and continual assessment of the delivery programme.

In responding the applicant should also make reference to the circular economy and the steps the city intends to take in the move away from linear economic models. Each bulleted item is to be addressed and it is recommended that data tables and charts are used to complement the response. The new EU Circular Economy Action Plan<sup>11</sup>, EU Strategy for Plastics in the Circular Economy and EU Monitoring Framework for the Circular Economy are key reference documents for responding to this question.

### General Notes

Waste data should be provided using the definitions set out in Article 3 of the **revised** Waste Framework Directive. In particular, please ensure to provide data for **all municipal waste** (and not just household waste) and **all packaging waste**. Where such data is not available for the city please explain why not and provide the most relevant data that is available.

Reference to ‘measures’ must include compliance with the EU Waste Framework Directive in terms of the preparation and implementation of ‘waste management plans’ and waste prevention programmes on either a municipal or regional basis as well as the specific use of economic instruments. Where specific packaging waste data is not available for the city or only available at a national level then measures to promote the prevention, reuse and recycling of packaging waste should be outlined.

The meaning of the ‘polluter pays’ principle is as described in Article 14 of the WFD. Refer Article 8 and 8a for information Extended Producer Responsibility.

When describing measures for treatment of residual waste, information should be provided on any energy recovery measures such as Waste to Energy facilities and, where applicable, the relative efficiency of the recovery measures (e.g. combined heat & power).

## 2.5 NOISE

Noise is an environmental stressor affecting public health, recognised by the World Health Organisation (WHO) among the top environmental risks to health. The European Environmental Agency (EEA) report ‘Environmental noise in Europe - 2020<sup>12</sup>’ underlines that an estimated 113 million people are affected by long-term day-evening-night traffic noise levels of at least 55 dB(A). Road traffic is the source of noise with the greatest population exposure in Europe, according to the report, followed by railways, airports and industry. The report also says that noise considerations should be incorporated into planning and building new infrastructure and that, moreover, quiet areas should be protected.

The Environmental Noise Directive (2002/49/EC) is one of the main instruments to identify noise pollution levels and to trigger the necessary action both at Member State and at EU level. It relates to

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<sup>11</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1583933814386&uri=COM:2020:98:FIN>

<sup>12</sup> <https://www.eea.europa.eu/publications/environmental-noise-in-europe>

the assessment and management of environmental noise. The Directive refers to noise that people are exposed to continuously and **not** to noise created by persons themselves, their neighbours, their workplaces or while in transit. Its aim is to provide a basis for developing EU measures to reduce noise emitted by major sources, in particular, road and rail vehicles and infrastructures, aircraft, outdoor and industrial equipment and mobile machinery.

The city must provide clear evidence of its commitment and involvement in the improvement of its acoustic quality. This includes actions undertaken or planned, and information on the municipal policies regarding the reduction of noise and the improvement of the acoustic environment as well as the management of areas with good acoustic quality in the municipal territory in its application.

### **5A. Present Situation**

Regarding the present situation, noise data should be provided, at least on the share of population exposed to total noise values of  $L_{den}$  (day-evening-night indicator) above 55 dB(A) and above 65 dB(A) and to total noise values of  $L_n$  (night indicator) above 50 dB(A) and 55 dB(A). In addition, figures for noise exposure to individual noise sources (e.g. road, rail, air, industry, and leisure/entertainment) can also be provided for a better picture of the present situation.

Information on existing **quiet areas**, or sound improved areas, should also be included. Recommendations and advice concerning quiet areas shall be found in the 'Good practice guide on quiet areas' - EEA Technical Report No 4/2014.

### **5B. Past Performance**

In the description in section B Past Performance the applicant should:

- Comment on which measures have been most effective.
- Explain how the implemented measures have influenced the present situation.

### **5C. Future Plans**

The **medium and long-term objectives** for the quality of the acoustic environment and the proposed approach for their achievement must be described in detail together with assigned budgets, and put in the context of the noise-related targets of the Zero Pollution Action Plan for 2030. The applicant should:

- Emphasise to what extent plans are adopted, consolidated by commitments, budget allocations, and monitoring and performance evaluation schemes.
- Indicate the target foreseen reduction in the share of population exposed to noise values of  $L_{den}$  above 55 dB(A) and above 65 dB(A) and in the share of population exposed to noise values of  $L_n$  above 45 dB(A) and 55 dB(A), mention other targets.
- Refer to stakeholder involvement, consultations, and actions to manage and preserve urban and open country quiet areas, and actions concerning sound improved areas (holistic/qualitative approaches to the acoustic environment, e.g. by soundscape design approaches).

## 2.6 CLIMATE CHANGE: MITIGATION

The European Green Deal aims to make Europe **climate neutral by 2050**. To make this objective legally binding, the Commission proposed the [European Climate Law](#), which also sets a new, more ambitious net greenhouse gas emissions reduction target of at least **-55% by 2030**, compared to 1990 levels.

In order to achieve the decarbonisation objectives, emissions must be reduced **in all sectors**, from industry and energy, to transport and farming. Legally binding targets have been set for each member state but also local authorities play an important role in meeting these targets.

Furthermore, the Clean Energy for all Europeans package, introduced several important legislative acts in 2018 and 2019 that are relevant to this indicator:

- Directive EU 2018/844 on Energy Performances in Buildings.
- Directive EU 2018/2001 on Renewable Energy Sources.
- Directive EU 2018/2002 on Energy Efficiency.
- Regulation EU 2018/1999 on the governance of the Energy Union and Climate Action.
- Directive EU 2019/944 on common rules for the internal market for electricity and amending Directive 2012/27/EU.
- Directive 2014/94/EU on the deployment of alternative fuels infrastructure.

In the meantime, the Commission has issued a series of legislative proposals as the Fit for 55 package to increase the environmental ambition of the EU's climate and energy policies and to allow for a quicker phase out of fossil fuels notably of Russian origin (REPowerEU measures).

Increasing energy efficiency is a key strategy for achieving a carbon neutral energy system, but it is equally important to lower energy demand and shift it away from moments of grid congestion through campaigns and incentives for citizens, organisations, companies and public institutions.

### 6A. Present Situation

Please consider the following while answering the questions on this section; level of quality and quantitative data and numerical analysis, baseline inventory (CO<sub>2</sub>, GHG) methodological approach, relevant infrastructure and systems, state of play with environmental performance, integrated approaches to environmental management, private sector engagement and governance arrangements.

Refer to the built environment of the city in current development or action plans and the current status of energy performance including buildings, industry, tertiary and transport sectors.

When reporting on the specific indicators in section A:

- Note that explanatory leaflets on their preparation are available within the Reference Framework for Sustainable European Cities<sup>13</sup>;
- The methodological approach used should be explained. Make clear whether or not it addresses both direct emissions (from sources within the city boundary) and indirect emissions (from goods and services provided outside the city but consumed inside the city).

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<sup>13</sup> <http://www.rfsc.eu/>

Mention the main sources of data and the sectors covered by each indicator, distinguishing between national and local information sources.

## 6B. Past Performance

Please consider the following while answering the questions on this section; strategies, plans, measures, and trends implemented over the last ten years (justifying decisions on actions), quantitative data, innovation and mechanisms used, and monitoring arrangements.

## 6C. Future Plans

Please consider the following while answering the questions on this section; realistic and achievable plans with clear objectives (short and long-term), highlighting clear measures in place (not implemented) and those already adopted, clear budget allocations and performance indicators identified.

For future and in particular long-term future energy plans, systems visions about transport, industry and food systems may also be included. In addition to the building stock, these three sectors are important given their high energy demand and GHG emissions. Therefore, information should be provided to explain plans to reduce emissions and increase the use of renewable energy in these sectors, and how these are integrated in the overall future energy system. A particular emphasis should be given to describing urban transport planning to facilitate a greater uptake of zero-emission (including active) mobility.

Whether or not national governments have established legal requirements or targets for local authorities on climate change, applicant cities will be expected to show that they are able to establish a CO<sub>2</sub> (and possibly other GHGs) emissions baseline inventory (which is considered a basic requirement for this indicator) for a specific year using an EU<sup>14</sup> or internationally recognised methodology (providing specific references), identify the main sources of emissions, set achievable territorial targets aligned with EU objectives, take action to reduce emissions (justifying the decisions on the implemented policies and measures), and continuously measure and monitor their progress towards agreed targets year by year.

## 2.7 CLIMATE CHANGE: ADAPTATION

In February 2021<sup>15</sup>, the European Commission adopted its new EU strategy on adaptation to climate change. The new strategy sets out how the European Union can adapt to the unavoidable impacts of climate change and become climate resilient by 2050. The Strategy has four principal objectives: to

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<sup>14</sup> Such as the Joint Research Centre (European Commission)'s Guidebook 'How to develop a Sustainable Energy and Climate Action Plan (SECAP)' - Part 2: Baseline Emission Inventory (BEI) and Risk and Vulnerability Assessment (RVA), [http://publications.jrc.ec.europa.eu/repository/bitstream/JRC112986/jrc112986\\_kj-nb-29412-en-n.pdf](http://publications.jrc.ec.europa.eu/repository/bitstream/JRC112986/jrc112986_kj-nb-29412-en-n.pdf). Part 1 focuses on 'The SECAP process, step-by-step towards low-carbon and climate-resilient cities by 2030', [http://publications.jrc.ec.europa.eu/repository/bitstream/JRC112986/jrc112986\\_kj-na-29412-en-n.pdf](http://publications.jrc.ec.europa.eu/repository/bitstream/JRC112986/jrc112986_kj-na-29412-en-n.pdf). Part 3 focuses on '[Policies, key actions, good practices for mitigation and adaptation to climate change and Financing SECAP\(s\)](http://publications.jrc.ec.europa.eu/repository/bitstream/JRC112986/jrc112986_kj-nc-29412-en-n.pdf)', [http://publications.jrc.ec.europa.eu/repository/bitstream/JRC112986/jrc112986\\_kj-nc-29412-en-n.pdf](http://publications.jrc.ec.europa.eu/repository/bitstream/JRC112986/jrc112986_kj-nc-29412-en-n.pdf).

<sup>15</sup> <https://ec.europa.eu/clima/eu-action/adaptation-climate-change/eu-adaptation-strategy>

make adaptation smarter, swifter and more systemic, and to step up international action on adaptation to climate change.

For this indicator, cities should, depending on their state in the adaptation process, pay special attention in their application to:

### **7A. Present Situation**

- The level of awareness among its stakeholders, the commitment to take action at local level and engagement in European/international initiatives such as the Covenant of Mayors for Climate and Energy, Urban Agenda for the EU, URBACT etc.
- Their approach to assess climate change vulnerability and risk.
- Governance of adaptation including participatory approaches.
- The monitoring approach to evaluate progress in implementation of adaptation measures and the effectiveness in terms of reduced risks and vulnerabilities.

### **7B. Past Performance**

As climate change adaptation is a relatively new policy area, most action in cities is often at an early stage and is in the process of being built up. In this regard, it is important to describe the past starting conditions, the evolution of action since this starting point and achievements to date.

### **7C. Future Plans**

It is important to describe the short and long-term future plans to become more climate-resilient and to show how the need for adaptation can be used as an opportunity to make cities even more attractive and liveable. Include time scales, level of commitments, budget and staff allocations. Please reflect on:

- The selection, prioritisation, planning, and implementation of measures.
- The approach to mainstream and interlinked measures with other policy areas such as climate change mitigation, disaster risk reduction, water management, biodiversity, health etc. and the use of win-win solutions.

### **Useful References**

- EU Strategy on Adaptation to Climate Change adopted in February 2021:  
[https://ec.europa.eu/clima/policies/adaptation/what\\_en](https://ec.europa.eu/clima/policies/adaptation/what_en)
- Covenant of Mayors for Climate and Energy:  
<http://www.covenantofmayors.eu/en/>
- Covenant of Mayors for Climate and Energy reporting guidelines:  
[https://www.eumayors.eu/index.php?option=com\\_attachments&task=download&id=815](https://www.eumayors.eu/index.php?option=com_attachments&task=download&id=815)
- Urban Adaptation Support Tool:  
<https://climate-adapt.eea.europa.eu/knowledge/tools/urban-ast/step-0-0>
- Joint Research Centre (European Commission)'s Guidebook 'How to develop a Sustainable Energy and Climate Action Plan (SECAP)' - Parts 1-3:  
<https://publications.europa.eu/en/publication-detail/-/publication/338a9918-f132-11e8-9982-01aa75ed71a1/language-en> (and 'Related publications' link)

## **GOOD PRACTICES**

Applicants are requested to provide a minimum of one and maximum of six good practices in this section. At least one of these should present details of one present or future flagship project that demonstrates the City's commitment to an integrated approach to the management of the urban environment. Up to five additional good practices can be provided to demonstrate how the city is improving its environmental record. These can relate to one or more of each of the seven indicators. Cities are required to specify to which indicator their good practices relate to.

Good practices should be taken from information already provided within the application form.



### 3 ANNEX 1 – EXAMPLES OF TABLES AND FIGURES

Please see below for sample tables (Tables 1.1 - 1.3) and sample graphics (Figures 1.1 - 1.4).

**Table 3.1 - Sample of Table Format to be used in the Application Form**

Building Type	Potential area for roof gardens or Urban agriculture		Additional areas for extensive green roofs or habitats for biodiversity	
	No. of roofs	Total m <sup>2</sup>	No. of roofs	Total m <sup>2</sup>
Industrial buildings	21	21	21	21
Office and retail	32	32	32	32
Schools	43	43	43	43
Hospitals and care homes	54	54	54	54
Residential buildings	65	65	65	65
Mixed use buildings	76	76	76	76
Other buildings	87	87	87	87
<b>Total</b>	<b>378</b>	<b>378</b>	<b>378</b>	<b>378</b>

**Table 3.2 - Sample of acceptable Table where there would be no addition to the Word Count**

Main Identified [1] Climate Change Hazards and Challenges in Lahti	Action, Project Name	Partners	Lahti City Consortium Staff Allocation	Year	Estimated Cost (€) and Funding Source	Monitoring and Performance Evaluation Scheme
City Floods	City centre vulnerability assessment	Lahti School of Applied Sciences (LUAS), City of Lahti	1	2014	10 000 LUAS, student thesis	Assessment, did not contain monitoring
Eutrophication	Large-scale investment and R&D project <i>Hybrid Solutions for Urban Storm Water</i>	City of Lahti, University of Helsinki, Smart & Clean Foundation, LADEC, City of Helsinki, Espoo and Vantaa	2	2017-2020	Circa 2 M€ Finnish Government 2017-2018. Applications will be sent to several other funding sources	Monitoring (quantity and quality of storm water) is part of the project
Heat Waves and Health Risks	District cooling system analysed for new residential areas	City of Lahti, Lahti Energy, private companies	1	2012-	Planning costs, 10 000 €	No investments made.
	Good network of street trees ( <i>Tilia vulgaris</i> ) Circa 3 000 trees in the centre of Lahti and 10 000 overall (Fig. B4)	City of Lahti, private companies	1	1900-	Maintenance 150 000 €/a.	Maintenance is monitored

All information provided in Table 3.2 is essential in order to understand the information featured in the table, and would not be included in the word count (Lahti Application 2021).

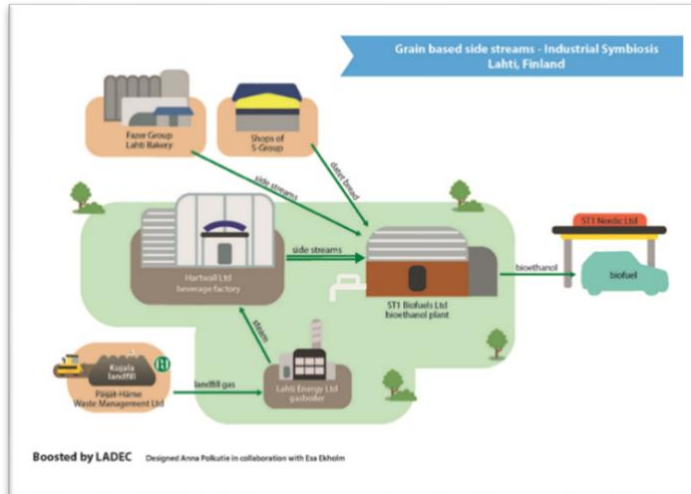
**Table 3.3 - Sample of Table with Excessive Text**

<b>1. Circle based</b>
<ol style="list-style-type: none"> <li>1. Residual waste from households shall be reduced by a minimum of 30% per capita by 2025, compared to 2015-level.</li> <li>2. Food waste from households shall be reduced by 30% by 2025.</li> <li>3. A minimum of 60 % of food waste from households shall be collected and recycled by 2025.</li> <li>4. A minimum of 60 % of plastic waste from households shall be recycled by 2025.</li> <li>5. The municipal waste-to-energy plants shall have an energy recovery rate of minimum 95% by 2025.</li> <li>6. Oslo shall be one of the cities with the most cost efficient waste management systems in Norway, by 2025.</li> </ol>
<b>7. Health, environment and climate</b>
<ol style="list-style-type: none"> <li>1. <u>All hazardous waste and electric and electronic waste</u> shall be collected and treated safely.</li> <li>2. The waste management in Oslo shall be climate neutral by 2025.</li> <li>3. The number of illegal dumpsites shall be halved by 2025, compared to 2017-level.</li> <li>4. A minimum of 50% of the household waste shall be collected by underground and automatic waste systems by 2030.</li> </ol>
<b>5. The City of Oslo</b>
<ol style="list-style-type: none"> <li>1. Residual waste from the City shall be reduced by a minimum of 30% by 2025, compared to 2015-level.</li> <li>2. There shall be recycling bins in all larger parks and public spaces by 2025.</li> <li>3. Residual waste from enterprises shall be reduced to a maximum of 30% by 2025.</li> <li>4. By 2020 a minimum of 70% (by weight) of construction and demolition waste shall be prepared for re-use, recycled or undergo other material recovery.</li> <li>5. Regional solutions for waste management shall be established by 2025.</li> </ol>
<b>6. Inhabitants</b>
<ol style="list-style-type: none"> <li>1. By 2025, 95% of the inhabitants will have confidence that the waste resources are properly utilized.</li> <li>2. By 2025, 80% of the inhabitants shall experience that it is easy to sort waste and recycle in Oslo.</li> <li>3. By 2025, 90% of the inhabitants shall know about facilities where they can deliver materials and items for reuse.</li> </ol>

Table 3.3 is an example of a table which would be considered to have a high word count, and this text would all be counted in the Indicator Word count (Oslo Application 2019).



**Figure 3.1 Example of infographic where there is no addition to Word Count (Lahti 2021)**



**Figure 3.2 Example of infographic where there is no addition to Word Count (Lahti 2021)**

Figure 1.2 and Figure 1.3 illustrate two sample 'Graphics/Images' where all text is necessary to understand the information within. The labels of each 'place' and 'process' are necessary to understand the diagram.



**Figure 3.4 Example of a text-based infographic where there is no addition to Word Count. (Lahti 2021)**



**Figure 3.3 Example of a text-based infographic where there is no addition to Word Count. (Lahti 2021)**

Figure 1.4 and Figure 1.5 illustrate text based ‘Graphics/Images’ where the information consists of concise descriptions of projects, titles or relationships where all text is necessary to understand the information within , and would not be included in the word count.

## **Annex 3**

# **European Green Capital & Leaf Awards 2025 Mayoral Declaration**



## Mayoral Declaration on Application European Green Capital/Leaf Awards 2025

I, the Mayor of [insert City name here], [insert Country name here], hereby declare that [insert City name here] has submitted an application for the European Green [insert Capital or Leaf here] Award 2025.

I confirm that all information submitted in the application is true and accurate to the best of my knowledge and I agree in full to the Rules of Contest.

I furthermore declare that the city complies with the principles of **fundamental values as enshrined in the Article 2<sup>[1]</sup> of the Treaty of the EU** and understand that any official statement or conduct from an applicant city that puts into question these principles or values may result in a rejection of the application.

Signed:

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Name in block capitals:

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Mayor of [insert city name]<sup>1</sup>

Official City Seal:

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Date:

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[1] Article 2 of the Treaty on the EU states that ‘the Union is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. These values are common to the Member States in a society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men prevail.’<sup>[1]</sup> Pursuant to the Treaty on the Functioning of the European Union, ‘in defining and implementing its policies and activities, the Union shall aim to combat discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation.’

<sup>1</sup> Signatory authorised by national law to legally represent the city.

## **Annex 4**

# **European Green Capital 2025 Draft Letter of Intent**

# European Green Capital Award



*An initiative of the  
European Commission*



## LETTER OF INTENT

Signed between

**the European Commission,  
Directorate-General for Environment**

and

**(city name)**

**European Green Capital 2025**

## Introduction

The European Green Capital Award was launched by the European Commission in 2008 building on the initiative of 15 European cities and the Association of Estonian cities on 15 May 2006 in Tallinn, Estonia. Their green vision resulted in a joint Memorandum of Understanding establishing an award to recognise cities that are leading the way with environmentally friendly and sustainable urban living.

Since 2010, the title is awarded to frontrunners in the green transition. The overarching message of the European Green Capital Award is that Europeans have a right to live in healthy urban areas.

With every city awarded the European Green Capital title, DG Environment signs the present "letter of intent". In this document, the awarded city and the European Commission formalise their intention of making the European Green Capital year a success. Herewith they declare to agree upon, among others, the number and range of activities to be carried out during the winning year as well as the guidelines regarding publicity and branding.

## Agreement

This Letter of Intent is a non-binding agreement between DG Environment and [city name], European Green Capital 2025.

The following activities should be undertaken **as a minimum** during the winning year:

### **Events to be organised by the winning city:**

- Organise EU-wide events (at least 3). These could include twinning events focusing on one or more of the core environmental areas (e.g. Green City Accord areas) or other outreach events to help other cities in their green transformation
- Organise national, regional and local events, showcasing the city's sustainability vision and plans.
- Potentially host a partner event of the EuropeanGreen Week in the winning city (typically early June) [https://environment.ec.europa.eu/eu-green-week\\_en](https://environment.ec.europa.eu/eu-green-week_en)
- Organise participation in the "International Day of Clean Air for Blue Skies" organised by the UN every September (more information: <https://www.un.org/en/observances/clean-air-day>)
- Organise a "Car Free Day" in the framework of the European Mobility Week that takes place yearly on the third Sunday in September (more information: <https://mobilityweek.eu/registration/>)
- Organise Opening/Handover Ceremony (January / to be agreed with European Commission).
- Together with DG Environment co-organise the 2027 EGC Awards Ceremony (in the autumn 2025 in your city), i.e. providing venue(s) with necessary technical equipment as a minimum.
- In conjunction with the EGC Awards Ceremony, also consider hosting a Green City Accord event.
- Host at least one on-site meeting of the EGC Network (most likely in conjunction with the Awards Ceremony).
- Host two meetings of the EGCA Jury (typically in the afternoon prior to and in the morning of the Awards Ceremony day)
- Organise an EGC Closing Ceremony at the end of your award year.

### **Attendance required by the winning city:**

- Attend the 2024 Green Capital Opening/Handover Ceremony in January 2024 in Valencia.
- Both political and operational attendance is required to your Opening/Handover Ceremony (January 2025) where the 2024 winner (Valencia, Spain) hands over the title to your city and will



turn the page in the Green Capital Book of winners. You will be invited to create your own page in the book throughout your title year and hand over the book to the next winner.

- Political attendance is required at the 2026 Opening/Handover Ceremony (January 2026) where your city hands over the title to the 2026 winner and turns the page in the Green Capital Book of winners.
- Attend the 2026 EGC Award Ceremony (Autumn 2024 in Valencia).
- Attend the Network meeting organised right after the Award Ceremony and subsequent meetings in the future.
- In 2024, you will be joining the Troika of past (Grenoble 2022), present (Tallinn 2023) and future (Valencia 2024) Green Capital winners. After winning the Award in Autumn 2023, you will be invited in January 2024 to join the Troika as future Green Capital as future Green Capital.

### **Publicity by the winning city:**

Branding Rules and Requirements are to be strictly adhered to (annex 2).

Unless the Commission requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, print, via social media, etc.) must:

- Display the European Green Capital "winning city" Brand
- Include the following text "An Initiative of the European Commission"

The European Green Capital Brand must have appropriate prominence. For the purposes of its obligations, the winning city may use the European Green Capital Brand without first obtaining approval from the European Commission. However, this does not give it the right to exclusive use. Moreover, the winning city may not appropriate the European Green Capital Brand or any similar trademark or logo, either by registration or by any other means.

### **Publicity by DG Environment:**

- EU-wide profiling of the winning city and the European Green Capital Network.

### **Branding requirements of the winning city:**

- Fully implement the European Green Capital "winning city" Brand within the online and printed materials produced by the Winning City. The European Green Capital Brand must be the dominant branding on display at all European Green Capital Award Events hosted in 2025 (such as the Handover Ceremony, Award Ceremony and Opening Ceremony). This must be implemented as per the branding rules and requirements that have been provided. The European Commission may request that the EGC branding be increased within publications and events as necessary.

### **Support to be provided by DG Environment**

- Support the European Green Capital Network, with support of the external EGCA Secretariat (communication and organisational support).
- Support to position the winning city within relevant and suitable communication channels and networks.
- Support in positioning the winning city in Commission events where possible (such as Sustainable Energy Week, Green Week, Mobility Week, European Week of Regions and Cities).
- Support in providing adequate Commission attendance and speakers (at both political and technical levels) for events organised by the winning city.

- Support in producing the guest lists for major ceremonies and events.
- Produce video footage of the Awards Ceremony.
- Promote the award via the "Will your city" leaflet and various other promotional activities;
- Provide ongoing support from the appointed EGCA Secretariat.

**Collaboration by the winning city:**

- Participation to the Troika of past, present and future EGC winners and chair the Troika after your winning year, i.e. in 2026.
- Chairing the European Green Capital Network during the winning year of 2025 with support from the Troika.

**Where possible:**

- Collaboration with the European Green Leaf Laureates.
- Collaboration with Laureates of other European Awards, for example: European Capitals of Culture, Natura 2000 Awards, European Mobility Week Awards, EU Urban Road Safety Awards, the New European Bauhaus, European Capital of Innovation, EU Cities for Fair and Ethical Trade, European Capital of Smart Tourism and the European Destination of Excellence awards, Capital of Inclusion and Diversity Award, etc.
- Collaboration with the Jury partner organisations: European Parliament, Committee of the Regions, European Environment Agency, Covenant of Mayors, European Environment Bureau and European Youth Environment organisations
- Collaboration and liaison with different networks, especially municipal, regional and city networks, but also youth environment organisations, in order to foster your city's speaking and exhibition opportunities at events.

**Minimum communication requirements between DG Environment, the winning city and the Secretariat:**

- Regular (i.e. monthly) online conferences between the winning city and the EGCA Secretariat.
- Regular calls between the winning city and the DG Environment Project Manager.
- Regular emails from the winning city to the EGCA Secretariat & DG Environment Project Manager detailing winning city news and events for use on the EGCA website as well as social media.

**Winning City Reporting:**

- A winning city final report (an ex-post evaluation report), evaluating the impact of the award on the city, should be completed and ready for publication on our website as early as possible and at the latest by the end of June in the year immediately following the winning year (i.e. 6 months after the end of the winning year). A two-year update report (legacy report) will also be required. See Annex 1 for more detailed guidance on how to monitor the impact of the award over the winning year.

Signed and dated (in duplicate):

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Patrick CHILD  
Deputy Director General for the Environment

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XXX  
Mayor of the City of XXX

European Commission

- Annex 1: EGCA Monitoring Guidelines
- Annex 2: Branding Rules and Requirements

DRAFT

# ANNEX 1: EGCA MONITORING GUIDELINES

## GUIDELINE DOCUMENT FOR MONITORING THE IMPACT OF THE EGC TITLE

### 1 Introduction

In line with the third objective of the European Green Capital Award (EGCA), the winning city should act as a role model to inspire other cities and promote best practice and experiences in all other European cities. It is also essential for the future development of the EGCA to understand what the added value of the award is for European cities and citizens.

For these reasons, it is important to measure the success of the title in each winning city by developing a set of indicators to monitor before, during, and after the award year. These indicators (and the methods for monitoring them) should, where possible, be defined in advance of the award year. The results of this monitoring exercise will be used to produce an ex-post evaluation report by the winning city, at the end of their winning year.

This document provides guidance on the development of indicators which could be used by winning cities to monitor the benefits of the EGCA. Winning cities should follow it at their own discretion – some suggestions will suit some cities better than others.

It should be noted that the financial and human resource cost of monitoring the proposed indicators will need to be paid for by the winning city.

### 2 Indicator Categories

In line with the three main elements of sustainable development, the following indicator categories are recommended:

1. Society
2. Economy
3. Environment

### 3 Society Indicators

The aim of monitoring societal indicators is to better understand the impact of the EGCA on the citizens of the winning city and the European community as a whole.

It is therefore recommended that data is collected on the following indicators:

- Key events and activities organised to promote green aspects of the city or general urban living

*Data to collect:* List of the events and activities organised during the year, number of people in attendance, and type of event (public, stakeholder, etc.).

- Printed publicity material

*Data to collect:* List (and samples) of any promotional material produced to publicise the EGCA locally and across Europe, quantities printed, dissemination channels, etc.

- Written and audio-visual press

*Data to collect:* Number and quality of press clippings and/or audio-visual material, type of support (magazine, newspaper, documentary etc.), and at which level (local, regional, national, European).

- Website & social media

*Data to collect:* metrics used for their evaluation, comment on use and benefits of such tools, number of hits, etc.

- Any studies, research, tasks commissioned by or on behalf of the city in relation to the EGCA

*Data to collect:* number, titles, authors, etc.

More subjective indicators could also be put in place and data collected via:

- Polls before and after the EGCA winning year (e.g. % of people who know which city the EGC is in the winning city itself, the country, and abroad; % of people who are aware of the environmental achievements of the city; etc). It is possible that this could be done via the authorized city website and/or social media forums.
- Interviews with the city's EGCA management/promotion team both pre- and post-award year.
- Opinion polls from the city population and wider Europe via key stakeholders in the winning city. Again, it is possible this could be done via the authorized city website and/or social media forums.
- The qualitative impact of the award (over the medium and longer term) such as the impact on the image of the city, social cohesion, networks, organisations, co-operations etc.

#### **4 Economic Indicators**

Economic indicators give an indication of a city's ability to operate successfully.

It is recommended that the following "green" economic indicators are closely monitored, with targets to increase activity in each of the indicators described by a set increment (i.e. % or number) where possible. The set increment could be linked to an existing city sustainability plan or similar.

- Increase in jobs and specifically "green jobs"
- Increase in "green procurement"
- Increase in "green tourism"
- Infrastructure projects procured specifically under "green procurement"

- Changes in GDP

## 5 Environmental indicators

Over the course of the winning year it is suggested that each of the 7 environmental indicator areas described on the EGCA application form are monitored at a *high level* using the original application form text/data as the baseline. Details of any significant milestones during the winning year should be captured, and monitoring should be cross-cutting across both the societal and economic indicator areas.

In addition, it is recommended that a some (~3 or 4) of these environmental indicator areas are selected at the beginning of the winning year to *monitor in more detail*. Cities may focus on environmental indicator areas that they excelled in during the technical assessment, or they might find it more interesting to focus on those areas where they did less well – it is up to the winning city to decide.

Once identified, the monitoring of these 3 or 4 environmental indicator areas should include: overall improvement (or otherwise) of the indicator, city plans implemented, achievements to date, and new plans for the future. The winning city should also monitor how interaction with citizens contributed to the improvement or otherwise of the environmental indicator areas. This information should be presented in both qualitative and quantitative terms where applicable/possible.

## 6 Conclusion

The legacy of the EGCA for winning cities is becoming more significant as the award continues to gain integrity and prestige. The evaluation of a winning city should cover the many different impacts of the award, at various times before, during and after the winning year. It is anticipated that the ex-post evaluation reports produced by the winning cities will allow other cities across Europe to learn from their experiences, regardless of size or location.

The question of what constitutes success or failure for an EGC is very difficult to answer since all EGCs are different. The reasons why cities bid for the title, their long-term objectives, and the ways in which they prepare are all different and therefore the achievements are different. There is no single way to be successful. The main goal is to improve the environment and accelerate a green transition. DG ENV should be consulted in the process.

## 7 Timeline for ex-post evaluation report

The plan for the ex-post evaluation report should ideally be prepared in advance of the winning year in order for the winning city to have a clear idea of the information that should be recorded, how it will be done, and who will be responsible for the task.

The final report should be delivered to DG Environment no later than 6 months after the end of the winning year i.e. **by the end of June of 2026**.

The report will then be published on the winning cities page of the European Green Capital website and may be used at European Green Capital promotional events in the future.

## 8 Two year review reporting

It is anticipated that a post two-year legacy report will be requested from each winning city. This report should detail the continuous improvement of the city under the societal, economic and environmental indicators outlined above. This report can be written using information that is generally found in a cities sustainability report. The city could also be invited to present their situation two years on at one of the European Green Capital Award events.

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## ANNEX 2 – BRANDING RULES AND REQUIREMENTS



### BRANDING RULES AND REQUIREMENTS - MAY 2020

#### Overview

A strong graphic identity (logo) for the Awards was developed by the European Commission to build awareness that European Green Capital / European Green Leaf (EGC / EGL) status is awarded following a stringent competition that is adjudicated on by both an international expert panel and a jury.

The simple but impactful logo highlights that the Award is an initiative of the European Commission and, as such, is a credible and verified European competition.

The European Commission and the winning cities have been building international awareness of the Awards since 2010. The European Green Capital and European Green Leaf brand and logo are each important communications tools in that regard and ensure continuity of the EGC / EGL brand, from one winner to the next, year on year, and thus extend beyond any given winner's time as EGC / EGL (corresponding to one calendar year).

#### Winning City Obligations

**The EGC / EGL logo represents the prestigious European Commission designation that a city is awarded following a Europe-wide competition. It is the reason why a winning city is able to promote itself as a Green Capital / Green Leaf. The EGC / EGL "winning city" logo should be used in its configuration by all winning cities and their agents.**

Cities are not allowed to develop their own brand to promote their EGC / EGL status. The official European Commission EGC / EGL brand is the only symbol of a winning city and should be prominently displayed. The marketing and communications strategy, including communication materials (printed and online), used by a winning city and the projects / actions the city set in place to enhance the city's environmental sustainability and to achieve the city's sustainability vision using the financial prize<sup>1</sup> must clearly reflect the fact that the

<sup>1</sup> As set out in the Rules of Contest that govern the EGC EGL competitions



awards are an initiative of the European Commission. For this purpose, an EGC / EGL winning city shall make exclusive use of the official "winning city" branding.

It is an absolute requirement and part of the signed "Letter of Intent" between each winning city and the European Commission's DG Environment to reinforce awareness of the EGC / EGL initiative by applying the full EGC / EGL logo correctly to all communications activities and materials. Important instructions regarding size, position and co-branding with other city coats of arms, crests or other third party logos (companies, associations, etc.) will be provided in a new "Branding Toolkit". Instructions and guidelines in the latter toolkit should be fully adhered to.

The Commission and its Secretariat will be auditing the actual use and correct application of the logo by winning cities and advises cities that, as per the "Letter of Intent", they are obliged to fully and correctly comply with the branding guidelines at all times and in all communications.

### **Size, Position and Co-branding**

It is a requirement of each winning city to reinforce awareness of the EGC / EGL initiatives by applying the full and correct EGC / EGL 'winning city' logo to all communications activities and online and printed materials, such as (indicative, non-exhaustive list): advertisements, websites, flags, posters, newspaper articles and supplements, brochures, leaflets, reports, postcards, t-shirts, PowerPoint presentations, etc.

#### **SIZE:**

- The logo should be displayed at a minimum size of 25mm wide on an A5 page; and appropriately scaled up for larger applications, i.e. 100% larger on A4; 200% larger on A3, etc.
- The EGC / EGL logo should be at least 10% larger than any other crest / logo being displayed on the same page, flag, t-shirt, screen, advertisement, etc.
- The EGC / EGL logo should be displayed prominently on the home page of all websites at a minimum size of 50mm wide.

#### **POSITION:**

The EGC / EGL logo must be displayed on the front cover of all printed publications, top of the page.

#### **CO-BRANDING:**

When other (sponsor) logos have to be displayed on the same page, screen, other media as the EGC / EGL logo, the Commission stipulates, that as a condition of the Award, the EGC / EGL brand should always have dominance above all other brands in terms of size and position. The minimum sizes for the EGC / EGL logo as will be detailed in the branding toolkit mentioned above must be adhered to all times.

#### **SPONSORS AND PARTNERS:**

Importantly, the EGC / EGL or its "winning city" logo should never be referred to as a sponsor and should never be displayed underneath / alongside any heading that infers that it is a sponsor - it is not.

The EGC / EGL "winning city" logo should not be displayed alongside any sponsor and should not be provided to sponsors without the European Commission's prior permission. If a winning city secures partners from the commercial or other sectors, all requests to provide the EGC / EGL logo to partners must be sent to the European Commission and be subject to the Commission's verification and prior approval.

EXAMPLES OF "winning city" LOGOS:



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# Branding Rules & Requirements

Branding Toolkit **January 2023**

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# Foreword

A strong graphic identity (logo) was developed by the European Commission to build awareness of the European Green Capital Award (EGCA) and European Green Leaf Award (EGLA); and to demonstrate that winning the Awards is a prestigious seal of approval, following a stringent internal competition.

The simple but impactful brand identity that includes the European Commission logo and tagline ‘An initiative of the European Commission’, highlights that the Award is a credible and verified international scheme.

The European Commission and the winning cities have been building international awareness of the Awards over the past 11 years. The EGCA / EGLA brands and logos are important communication tools and ensure continuity of the EGCA / EGLA brand, from one winner to the next, year on year, and thus extends beyond any given winner’s time as an EGCA / EGLA winning city.

Sections 1-2 of this Branding Toolkit contain essential information for cities on the requirements and regulations regarding use of the EGCA / EGLA logos in line with the Rules of Competition.

Sections 3-5 contain additional detailed information about colour, typeface and slogans, and information for graphic designers.

Section 6 outlines the requirements for how to mention the EGCA / EGLA competitions on social media.

# Section 1 Logo

## 1.1 Responsibilities of Winning Cities

The EGCA / EGLA logo represents the prestigious European Commission designation that a city is awarded. It is the reason why a winning city is able to promote itself as a European Green Capital or European Green Leaf. The status of the EGCA / EGLA logo should be respected by all winning cities and their agents.

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- **The European Commission does not allow cities to develop their own brand to promote their EGCA / EGLA status.**
  - **The official EGCA / EGLA brand containing the European Commission logo and the tagline ‘An initiative of the European Commission’, is the only symbol of a winning city and should be prominently displayed in its entirety.**
  - **The marketing and communications strategy, and communication materials (printed and online), used by a winning city must clearly reflect the fact that the Awards are an initiative of the European Commission.**
  - **For this purpose, an EGCA / EGLA winning city shall make exclusive use of the official “winning city” branding.**
-

# 1.1 Responsibilities of Winning Cities

It is an absolute requirement and part of the Letter of Intent of each winning city to reinforce awareness of the EGCA / EGLA initiative by applying the full EGCA / EGLA logo correctly to all communications activities and materials.

The European Commission and its Secretariat will be auditing correct application of the logo by winning cities and advises cities that, as per the Letter of Intent, they are obliged to fully and correctly comply with the branding guidelines at all times and in all communications.

The European Commission and its Secretariat will only engage with winning city officials and not with their sponsors or partners.

# 1.2 Winning City Requirements

It is a requirement of each winning city to reinforce awareness of the EGCA / EGLA initiatives by applying the full and correct EGCA / EGLA logo to all communications activities and materials including advertisements, websites, flags, posters, newspaper supplements, brochures, leaflets, reports, postcards, t-shirts, PowerPoint presentations, etc.

The European Green Capital and European Green Leaf Awards are initiatives of the European Commission. The European Commission logo and the tagline “An initiative of the European Commission”, **must** appear

in all communications. The European Commission logo and tagline is embedded into the EGCA / EGLA main logos and winning city logos and must not be interfered with or omitted under any circumstances.

# 1.3 Correct Use of the EGCA / EGLA Logo

## Size

The logo should be displayed at a **minimum size of 25mm wide** on an A5 page; and appropriately **scaled up** for larger applications, i.e. 100% larger on A4; 200% larger on A3, etc.

The EGCA / EGLA logo should be at **least 10% larger** than any other crest / logo being displayed on the same page, flag, t-shirt, screen, advertisement, etc.

The EGCA / EGLA logo should be **displayed prominently** on the home page of all winning EGCA / EGLA city websites at a **minimum size of 50mm wide**.

## Position

The EGCA / EGLA logo must be displayed on the **front cover of all printed publications**.

## Prior Approval for Sponsors and Partners

The EGCA / EGLA logo should not be displayed alongside any sponsor and should not be provided to sponsors **without the European Commission's prior permission**.

If a winning city secures partners from the commercial or other sectors, all requests to provide the EGCA / EGLA logo to partners must be sent to the European Commission and be **subject to the Commission's verification and prior approval**.

If use of the EGCA / EGLA brand is approved, the award logo and European Commission logo should be placed well apart from the logo of the third-party organisation and its placement should not give the impression that the third party is part of the EU institutions.

The EGCA / EGLA or its logo should **never be referred to as a sponsor** and should never be displayed underneath / alongside any heading that infers that it is a sponsor - because it is not.



# 1.4 European Green Capital Award Logo

## Logo Introduction

The European Green Capital Award logo consists of a symbol and a logotype. These objects should always be used together as one unit and may not be used separately.

The colours have a light and optimistic feel. They represent clean air, a green approach to the environment and encourage a positive attitude to living in a city. The leaf embracing the city represents how the candidate cities care for their citizens by striving to improve the environment in which they live. The stars refer to the European Union.

---

European Green Capital  
Award Symbol &  
Logotype

Main Logo



# The Logo

---

## OPTION 2

European Green Capital  
Award Logo

Small Version <25mm



---

The logo may not be stretched or distorted in any way.

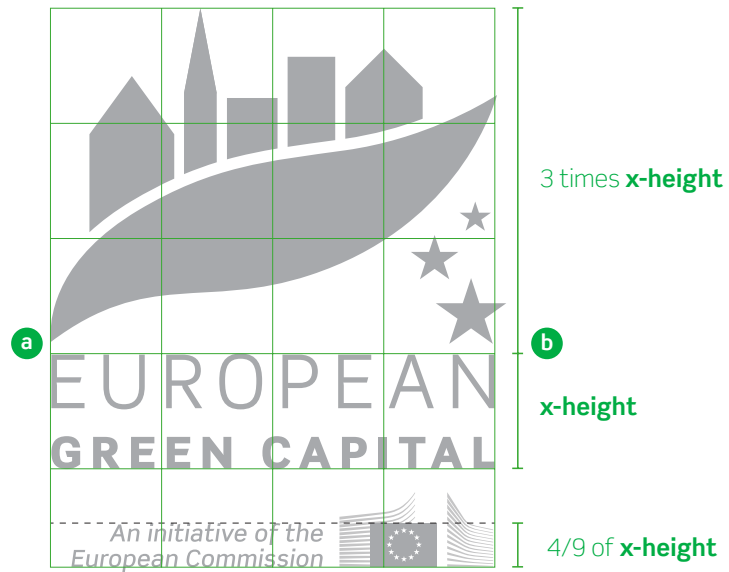


# Logo Construction

This illustration outlines the construction of the logo.

**a** At the base of the leaf, the 'E' and 'G' are aligned.

**b** The 'N' and 'L' are aligned, below the star.



# Logo Versions

The logo can be used in both positive and negative versions.

There is also a mono version of the logo.

**a** Logo Positive

**b** Logo Negative

**c** Logo Mono



**a**



**b**



**c**

# Logo - Winning City

## EXAMPLES

When a city is awarded the European Green Capital title, the winning logo consists of the main logo (see page 7), the name of the city, the winning year and the word 'winner'.

The winning logos are provided in both English and the winning city's native language.



# Logo Construction - Winning City

**a** The name of the winning city is written in turquoise (see Section 4), in Scene Std Bold 23pt., 150pt. tracking - longer names may require less tracking (sizes based on downloadable file on the right).

To create a winning logo, you need the typefaces Scene Std Bold which can be purchased at [www.fonts.com](http://www.fonts.com), and Foxjump which can be downloaded free of charge at: [www.fontspace.com/foxy-fonts/foxjump](http://www.fontspace.com/foxy-fonts/foxjump).

**b** The year of the reward is written in green (see Section 4) and set in the typeface Foxjump at 23pt. (sizes based on downloadable file). It is set at a 4 degree angle.

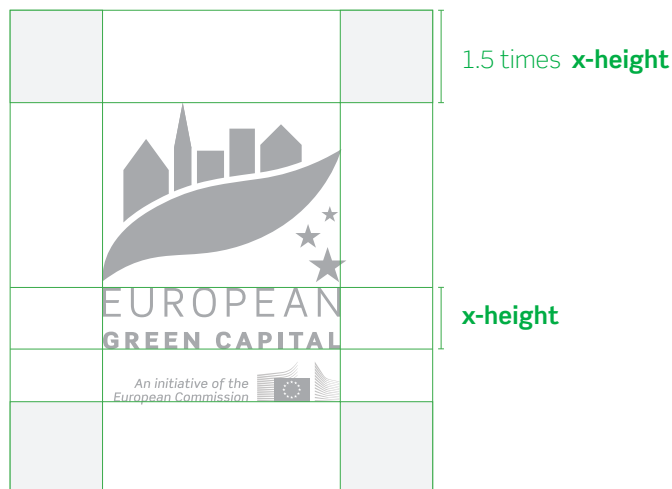


# Logo - Exclusion Zone

To ensure optimal conditions for the exposure of the logo, there must be an exclusion zone around it, in which no other logos, text, etc. may be placed.

It also indicates the minimum distance the logo may be placed from the edge of a paper/screen/other media.

The URL is exempt from this rule.



# Logo Scaling

The logo can be scaled up to any size. The minimum size is 25mm wide.

If a smaller size is absolutely necessary, you can use the small logo version.



# 1.5 European Green Leaf Award Logo

## Logo Introduction

The European Green Leaf Award logo consists of a symbol and a logotype. These objects should always be used together as one unit and may not be used separately.

The colours have a light and optimistic feel. They represent clean air, a green approach to the environment and encourage a positive attitude to living in a city. The leaf embracing the city represents how the candidate cities care for their citizens by striving to improve the environment in which they live. The stars refer to the European Union.

---

European Green Leaf  
Award Symbol &  
Logotype

Normal Size



# The Logo

## OPTION 1

European Green Leaf  
Award Symbol &  
Logotype

Smallest Size



25mm

## OPTION 2

European Green Leaf  
Award Logo

Small <25mm

Must include the  
European Commission  
logo and accompanying  
tagline separately.



The logo may not be  
stretched or distorted  
in any way.



# Logo Construction

This illustration outlines the construction of the logo.



## Logo Versions

The logo can be used in both positive and negative versions.

There is also a mono version of the logo.

**a** Logo Positive

**b** Logo Negative

**c** Logo Mono



**a**



**b**



**c**



# Logo - Winning City

## EXAMPLES

When a city is awarded the European Green Leaf title, the winning logo consists of the main logo (see page 13) with the name of the city, the winning year and the word 'winner'.

The winning logos are also provided in the winning city's native language.

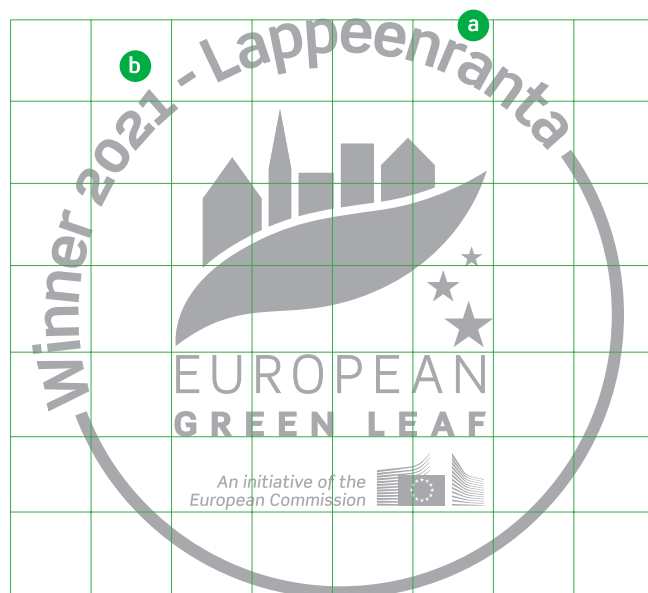


# Logo Construction - Winning City

**a** The name of the winning city is written in turquoise (see Section 4), in Scene Std Bold 4), in Scene Std Bold XXpt.\*, -25pt. tracking. To create a winning logo, you need the typefaces Scene Std Bold which can be purchased at [www.fonts.com](http://www.fonts.com).

**b** The year of the award is written in turquoise (see Section 4) using the Old Style Figures from the Glyphs contained in the font.

\*(sizes based on downloadable file on the right).



# Logo - Exclusion Zone

To ensure optimal conditions for the exposure of the logo, there must be an exclusion zone around the logo in which no other logos, text etc. may be placed. It also indicates the minimum distance the logo may be placed from the edge of a paper/screen/other media.

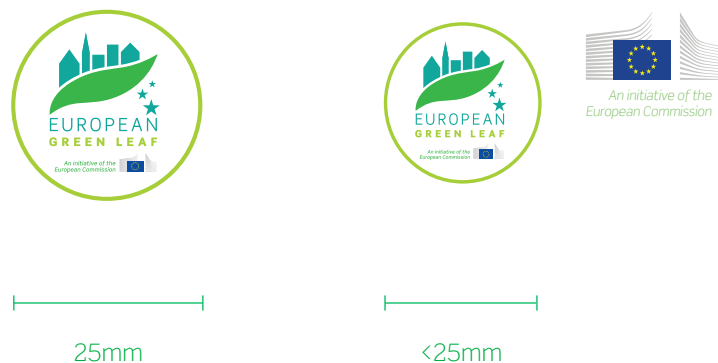
The URL is exempt from this rule.



# Logo Scaling

The logo can be scaled up to any size. The minimum size is 25mm wide.

If a smaller size is absolutely necessary, you can use the logo without the European Commission logo and accompanying text, provided you include it separately as seen in second image.



# 1.6 Applicant and Finalist City Logos

Throughout the competition, applicant cities, may be provided with the relevant award logo.

Applicant logos are provided to cities entering the European Green Capital and European Green Leaf Awards after the closing date for entries and when their application has been confirmed.



The cities who progress to the final stages of the European Green Capital and European Green Leaf Awards are provided with the relevant logo after the shortlist is announced.



## Section 2 Promotional Material

The correct EGCA / EGLA logo must be placed prominently on the front of all promotional materials including brochures, posters, flags, advertisements, etc., to reinforce that it is a prestigious European Commission initiative, and to build awareness of the Awards.

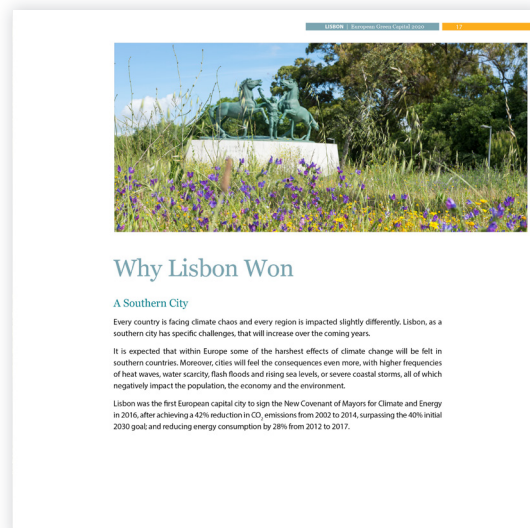
As detailed above in Section 1, the EGCA / EGLA logo should not be displayed alongside any sponsor with the same status and should not be provided to sponsors without the European Commission's permission.

# Sample Brochure

Example for European Green Capital Award Winner logo on front cover



Example of internal pages



# Sample Brochure

Example for European Green Leaf Award Winner logo on front cover



Example of internal pages



## Section 3 Campaign Slogan

The branding platform becomes doubly powerful by combining the logo with text. This is why a slogan has been developed for the European Green Capital and European Green Leaf Awards.

# Campaign Slogan - EGCA

---

Campaign Slogan for  
European Green Capital  
Award.

*Green cities - fit for life*

# Campaign Slogan - EGLA

---

Campaign Slogan for  
European Green Leaf  
Award.

*Towns and Cities, Growing Greener*



## Section 4 Colours

The colours chosen for the European Green Capital and European Green Leaf Awards' identity are clean, light and serene. The green symbolises the environment and the turquoise connotes an uplifting and clean feeling.

The colours can be used as a tint. They may also be used as a gradient, blended from full colour to white.

# Corporate Colours

Pantone 354C



CMYK		RGB	
C	75	R	64
M	0	G	165
Y	100	B	43
K	0	HTML# 339900	

conversion to RAL: RAL 6037

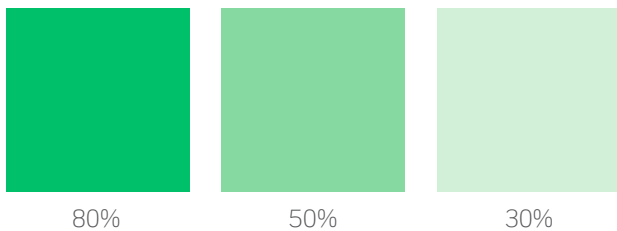
Pantone 3272C



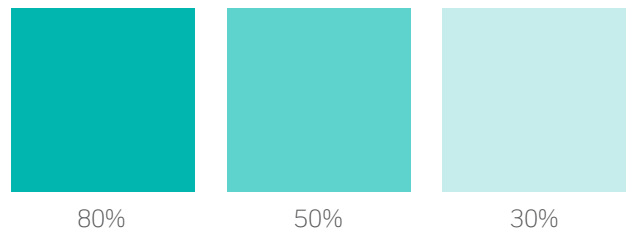
CMYK		RGB	
C	80	R	0
M	10	G	159
Y	45	B	149
K	0	HTML# 009999	

conversion to RAL: RAL 5018

Colour Tints



Colour Tints



Colour Gradient



Colour Gradient



# Section 5 Typography

Typography also helps to reinforce the EGCA / EGLA brand identity and should be used consistently across all communications activities and materials. To help ensure that all visual communications are consistent, EGCA / EGLA use one primary brand typeface and a web-safe typeface for digital materials.

# Brand Typeface

The logotype is based on the font Scene Standard. This font is used throughout the visual identity as the main typeface.

---

A variety of upper and lowercase letters is used throughout the visual identity alongside the use of different weights of Scene Standard. It underlines the hierarchy of the messages communicated in the promotional material.

---

**THIS IS SCENE STD REGULAR  
USING UPPER-CASE LETTERS**

**This is an example of a sentence  
using lower-case letters**

---

Scene Standard Light

---

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890%&!;;

---

Scene Standard Regular

---

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890%&!;;

---

Scene Standard Italic

---

*ABCDEFGHIJKLMNOPQRSTUVWXYZ*  
*abcdefghijklmnopqrstuvwxyz*  
*1234567890%&!;;*

---

Scene Standard Bold

---

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**  
**abcdefghijklmnopqrstuvwxyz**  
**1234567890%&!;;**

# Web Typeface

The font Arial is used for web purposes, letterheads and other material which require a cross platform font available to virtually everyone and it is the chosen font of the new European Commission website.

---

Arial Regular

---

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890%&!;;

---

Arial Regular Italic

---

*ABCDEFGHIJKLMNOPQRSTUVWXYZ*  
*abcdefghijklmnopqrstuvwxyz*  
*1234567890%&!;;*

---

Arial Bold

---

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**  
**abcdefghijklmnopqrstuvwxyz**  
**1234567890%&!;;**

---

Arial Bold Italic

---

***ABCDEFGHIJKLMNOPQRSTUVWXYZ***  
***abcdefghijklmnopqrstuvwxyz***  
***1234567890%&!;;***

# Section 6 Social Media

Social media is another key channel where the EGCA / EGLA competitions are promoted. To help ensure consistency and harmonisation of how the initiatives are referred to across all social media channels, this section outlines the rules regarding hashtag use.

# Hashtag Use - EGCA

---

When mentioning the European Green Capital Award or competition on social media channels, applicant / finalist / winning cities **must** always include the hashtag **#EUGreenCapital**. Avoid using any other variation to ensure consistency.

When posting content specifically about a winning European Green Capital city, make reference to their winning year in the hashtag. For example, Lisbon was the European Green Capital in 2020, therefore the hashtag referencing Lisbon should always be **#EUGreenCapital**.

# Hashtag Use - EGLA

---

When mentioning the European Green Leaf Award or competition on social media channels, applicant / finalist / winning cities must always include the hashtag **#EUGreenLeaf**. Avoid using any other variation to ensure consistency.

When posting content specifically about a winning European Green Leaf city, make a reference to their winning year in the hashtag. For example, Limerick was the European Green Leaf in 2020, therefore the hashtag referencing Limerick should always be **#EUGreenLeaf**.



[ec.europa.eu/europeangreencapital](http://ec.europa.eu/europeangreencapital)



[ec.europa.eu/europeangreenleaf](http://ec.europa.eu/europeangreenleaf)



## **Annex 5**

# **European Green Leaf 2025 *Draft* Letter of Intent**

# European Green Leaf



## LETTER OF INTENT

Signed

**Between the European Commission,  
Directorate-General for Environment**

**&**

**[city name]  
European Green Leaf 2025**

---

---

## Introduction

Due to the interest from cities and building on the success of the European Green Capital Award the need to create a competition for cities of a smaller size was identified by the European Commission in 2014. This competition now exists as the 'European Green Leaf' (EGL) Award.

As for the European Green Capital Award, the overarching message of the European Green Leaf Award is that Europeans have a right to live in healthy urban areas. The award stimulates cities to inspire each other and to share best practices, while at the same time engaging in friendly competition.

With every city awarded the European Green Leaf title, DG Environment signs the present "letter of intent". In this document, the awarded city and the European Commission formalise their intention of making the European Green Leaf year a success. Herewith they declare to agree upon, among other things, the amount and nature of activities to be undertaken, guidelines regarding publicity and branding.

## Agreement

This 'Letter of Intent' is a non-binding agreement between DG Environment and [city name], European Green Leaf 2025.

The following are a list of activities that should be undertaken **as a minimum** during the winning year:

### **Events to be organised by the winning city**

- Organise national, regional and local events, showcasing the city's sustainability vision and plans.
- Organise the EGL 2025 'Plaque unveiling' Ceremony at the start of the award year - to be agreed with the European Commission;
- Potentially host a partner event of the European Green Week in the winning city (typically early June) [https://environment.ec.europa.eu/eu-green-week\\_en](https://environment.ec.europa.eu/eu-green-week_en)
- Potentially organise participation in the "International Day of Clean Air for Blue Skies" organised by the UN every September (more information: <https://www.un.org/en/observances/clean-air-day>)
- Potentially organise a "Car Free Day" in the framework of the European Mobility Week that takes place yearly on the third Sunday in September (more information: <https://mobilityweek.eu/registration/>)
- Host at least one meeting of the EGL Network and / or a stand-alone, thematic meeting.
- Organise an EGC Closing Ceremony at the end of the award year.

### **Attendance requested by the winning city**

- Participate in Green Week 2025 (Brussels and/or winning city). Both political and operational participation is requested;
- Attend the 2027 EGC/L Awards Ceremony (autumn 2025)
- Attend the Network meetings organised throughout the year

### **Publicity by the winning city:**

Branding Rules and Requirements are to be strictly adhered to (annex 2).

Unless the Commission requests or agrees otherwise or unless it is impossible, any communication activity related to the action (including in electronic form, via social media, etc.) must:

---

- 
- Display the European Green Leaf "winning city" Brand
  - Include the following text "An Initiative of the European Commission"

The European Green Leaf Brand must have appropriate prominence. For the purposes of its obligations, the winning city may use the European Green Leaf brand without first obtaining approval from the European Commission. This does not, however, give it the right to exclusive use. Moreover, the winning city may not appropriate the European Green Leaf brand or any similar trademark or logo, either by registration or by any other means.

#### **Publicity by DG Environment:**

- EU-wide profiling of the winning city and the European Green Leaf Network.

#### **Branding requirements of the winning city**

- Fully implement the European Green Leaf "winning city" Brand within the online and printed materials produced by the Winning City. The European Green Leaf Brand must be the dominant branding on display at all European Green Leaf events hosted in 2025 (such as the Plaque Unveiling Ceremony). This must be implemented as per the branding rules and requirements that have been provided. The European Commission may request that the EGL branding be increased within publications and events as necessary.

#### **Support to be provided by DG Environment**

- Support the European Green Leaf Network, with support of the external EGLA Secretariat (communication and organisational support);
- Provide adequate speakers (at both political and technical levels) for events organised by the winning city;
- Provide support in producing the guest lists for major ceremonies and events;
- Promote the award via the "Will your city" leaflet and various other promotional activities;
- Provide ongoing support from the appointed EGL Secretariat.

#### **Collaboration to be encouraged by the winning city (where possible)**

- The winning EGL cities (if there are two winners selected) are encouraged to work together as a team and organise common events and initiatives. It is also recommended to work with the EGL of the year 2024 and the prospective winners of the future title year 2026 – as a Troika.
  - Collaboration with the European Green Capital laureates;
  - Collaboration with the European Capitals of Culture and / or winners of other Commission city initiatives (European Mobility Week, Sustainable Urban Mobility Planning Awards, Capital of Innovation, Cities for Fair and Ethical Trade, etc.);
  - Collaboration with any of the Jury partner organisations: European Parliament, Committee of the Regions, European Environment Agency, Covenant of Mayors, ICLEI and European Environment Bureau;
  - Collaboration with city network organisations;
  - Collaboration and liaison with different networks, notably regarding speaking and exhibition opportunities at events;
-

- 
- Chairing the European Green Leaf Network during the winning year of 2025.

### **Communication between DG Environment, the winning city and the EGL Secretariat**

- Regular (i.e. monthly) online conferences between the winning city and the EGL Secretariat;
- Regular calls between the winning city and the DG Environment Project Manager;
- Regular emails from the winning city to the EGLA Secretariat & DG Environment Project Manager detailing winning city news and events for use on the EGCA/EGL website as well as social media.

### **Winning City Reporting**

- A winning city final report (an ex-post evaluation report), evaluating the impact of the award on the city, should be completed and ready for publication as early as possible and at the latest 6 months after the end of the winning year (i.e. by June 2025);
- A two-year update report (legacy report) would also be desirable from the EGL winner

See Annex 1 for more detailed guidance on how to monitor the impact of the award over the winning year.

Signed and dated (in duplicate):

---

Patrick CHILD

[name]

Deputy Director General for the Environment  
European Commission

Mayor of [city name]  
[country]

Annex 1: EGL Monitoring Guidelines  
Annex 2: Branding Rules and Requirements

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# Annex 1: EGLA Monitoring Guidelines

## Guideline Document for monitoring the impact of the EGL recognition

### 1 Introduction

In line with the third objective of the European Green Leaf initiative (EGL), the winning city should act as a green ambassador to other cities and encourage other cities to progress towards environmental sustainability. It is also essential for the future development of the EGL to understand what the added value of the award is for European cities and citizens.

For these reasons, it is important to measure the success of European Green Leaf in each winning city by developing a set of indicators to monitor the situation before, during, and after the winning year. These indicators (and the methods for monitoring them) should, where possible, be defined at the start of the winning year. The results of this monitoring exercise will be used to produce an ex-post evaluation report by the winning city, at the end of their winning year.

This document provides guidance on the development of indicators which could be used by winning cities to monitor the benefits of EGL. Winning cities should follow it at their own discretion – some suggestions will suit some cities better than others. The list of indicators is non-exhaustive.

### 2 Indicator Categories

In line with the three main elements of sustainable development, the following indicator categories are recommended:

1. Societal
2. Economic
3. Environmental

### 3 Societal Indicators

The aim of monitoring societal indicators is to better understand the impact of the EGL on the citizens of the winning city and to draw out any useful lessons for Europe as a whole.

It is therefore recommended that data is collected on the following indicators:

- Key events and activities organised to promote green aspects of the city or general urban living

*Data to collect:* List of the events and activities organised during the year, number of participants, and type of event (public, stakeholder, for children, general entertainment, educational etc.).

- Printed publicity material
-

---

*Data to collect:* List (and samples) of any promotional material produced to publicise EGL locally and across Europe, quantities printed, dissemination channels, etc.

- Written and audio-visual press

*Data to collect:* Number and quality of press clippings and/or audio-visual material, type of support (magazine, newspaper, documentary etc.), and at which level (local, regional, national, European).

- Website & social media

*Data to collect:* Metrics used for their evaluation, comment on use and benefits of such tools, number of hits, etc.

- Any studies, research, tasks commissioned by or on behalf of the city in relation to the EGL

*Data to collect:* Number, titles, authors, summaries etc.

Other indicators could also be put in place and data collected, e.g. via:

- Polls at the start of and after the EGL winning year (e.g. % of local residents who know the city has won the EGL; % of people who are aware of the key environmental achievements of the city; etc.). This could be measured via the authorised city website and/or social media forums;
- Interviews with the city's EGL management/promotion team, both pre- and post-award year;
- Opinion polls from the city population and wider Europe via key stakeholders in the winning city. Again, if possible this could be done via the authorised city website and/or social media forums;
- The qualitative impact of the award (over the medium and longer term) such as the impact on the image of the city, social cohesion, networks, organisations etc.

#### **4 Economic Indicators**

Economic indicators give an indication of a city's ability to operate successfully within various budgetary constraints.

It is recommended that the following 'green' economic indicators are closely monitored, with targets aiming to increase activity in each of the indicators described by a set increment (i.e. % or number) where possible. The set increment could be linked to an existing city sustainability plan or similar.

- Increase in jobs and specifically 'green jobs';
-

- 
- Increase in 'green procurement' (public budget purchasing of environmentally sound goods and services);
  - Increase in tourism and specifically 'green tourism' (visits to sites of environmental interest);
  - Infrastructure projects procured specifically under 'green procurement' rules;
  - Changes in city income related to EGL.

(It should also be noted that some of these 'green' indicators are integrated into the Waste and Circular Economy' environmental category of the initial EGL application and subsequent evaluation process. Ideas for monitoring these aspects are particularly welcome.)

## **5 Environmental Categories**

Over the course of the winning year it is suggested that each of the 7 environmental category areas described on the EGL application form are monitored using the original application form text/data as the baseline. Details of any significant milestones during the winning year should be included, and monitoring may be cross-cutting (linking to either the societal, or economic indicator areas, or both).

In addition, it is recommended that a small number (~2-3) of these environmental category areas are selected at the beginning of the winning year to be *monitored in more detail*. Cities may focus on environmental category areas in which they excelled during the EGL technical assessment, or they might find it more interesting to focus on those areas where they did less well.

Once identified, the monitoring of these 2-3 environmental category areas should include: overall improvement (or otherwise) of the category, city plans implemented, achievements to date, and new plans for the future. The winning city should also monitor how interaction with citizens contributed to the improvement or otherwise of the relevant environmental category. This information should be presented in both qualitative and quantitative terms where possible.

## **6 Conclusion**

The legacy of the EGL for winning cities will become significant as the European Green Leaf Award gains reputation and prestige. The evaluation of a winning city should cover the various impacts of the award before, during and after the winning year. It is anticipated that the ex-post evaluation reports produced by the winning cities will allow other cities across Europe to learn from their experiences, regardless of size or location.

The question of what constitutes success or failure is very difficult to answer since all cities are different. The reasons why they applied, their long-term objectives, and the ways in which they prepare will all be different, so therefore definitions of success will vary. There is no single way to define success: each winning city should decide what constitutes a successful outcome in the context of their European Green Leaf experience. DG ENV should be consulted in the process.

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## **7 Timeline for Ex-post Evaluation Report**

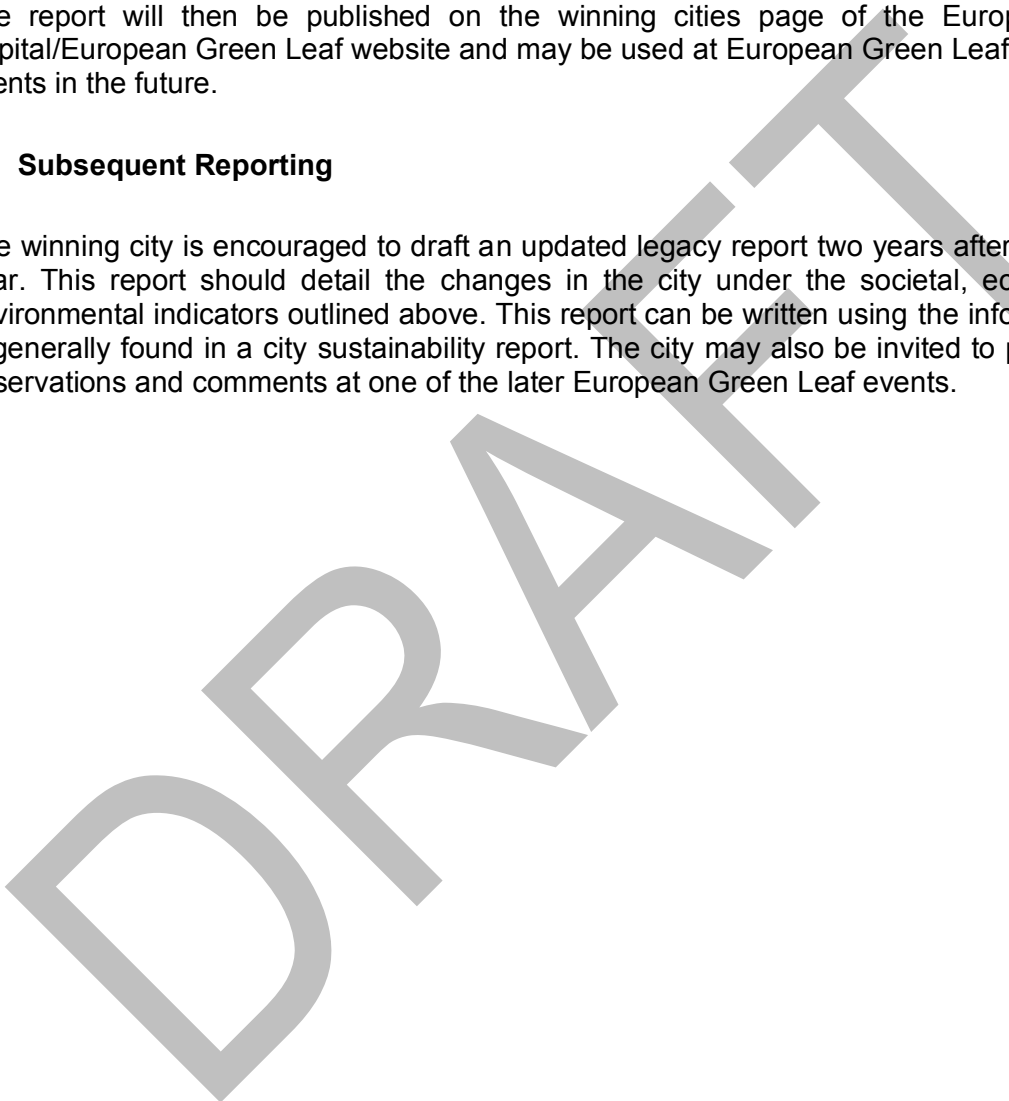
The plan for the ex-post evaluation report should ideally be prepared in time for the start of the winning year in order for the winning city to have a clear idea of the information that needs to be recorded, how it will be done, and who will be responsible.

The final report should be delivered to the European Commission Environment Directorate General no later than 6 months after the end of the winning year.

The report will then be published on the winning cities page of the European Green Capital/European Green Leaf website and may be used at European Green Leaf promotional events in the future.

## **8 Subsequent Reporting**

The winning city is encouraged to draft an updated legacy report two years after the winning year. This report should detail the changes in the city under the societal, economic and environmental indicators outlined above. This report can be written using the information that is generally found in a city sustainability report. The city may also be invited to present their observations and comments at one of the later European Green Leaf events.



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## ANNEX 2 – BRANDING RULES AND REQUIREMENTS



### BRANDING RULES AND REQUIREMENTS - MAY 2020

#### Overview

A strong graphic identity (logo) for the Awards was developed by the European Commission to build awareness that European Green Capital / European Green Leaf (EGC / EGL) status is awarded following a stringent competition that is adjudicated on by both an international expert panel and a jury.

The simple but impactful logo highlights that the Award is an initiative of the European Commission and, as such, is a credible and verified European competition.

The European Commission and the winning cities have been building international awareness of the Awards since 2010. The European Green Capital and European Green Leaf brand and logo are each important communications tools in that regard and ensure continuity of the EGC / EGL brand, from one winner to the next, year on year, and thus extend beyond any given winner's time as EGC / EGL (corresponding to one calendar year).

#### Winning City Obligations

**The EGC / EGL logo represents the prestigious European Commission designation that a city is awarded following a Europe-wide competition. It is the reason why a winning city is able to promote itself as a Green Capital / Green Leaf. The EGC / EGL "winning city" logo should be used in its configuration by all winning cities and their agents.**

Cities are not allowed to develop their own brand to promote their EGC / EGL status. The official European Commission EGC / EGL brand is the only symbol of a winning city and should be prominently displayed. The marketing and communications strategy, including communication materials (printed and online), used by a winning city and the projects / actions the city set in place to enhance the city's environmental sustainability and to achieve the city's sustainability vision using the financial prize<sup>1</sup> must clearly reflect the fact that the

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<sup>1</sup> As set out in the Rules of Contest that govern the EGC EGL competitions

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awards are an initiative of the European Commission. For this purpose, an EGC / EGL winning city shall make exclusive use of the official "winning city" branding.

It is an absolute requirement and part of the signed "Letter of Intent" between each winning city and the European Commission's DG Environment to reinforce awareness of the EGC / EGL initiative by applying the full EGC / EGL logo correctly to all communications activities and materials. Important instructions regarding size, position and co-branding with other city coats of arms, crests or other third party logos (companies, associations, etc) will be provided in a new "Branding Toolkit". Instructions and guidelines in the latter toolkit should be fully adhered to.

The Commission and its Secretariat will be auditing the actual use and correct application of the logo by winning cities and advises cities that, as per the "Letter of Intent", they are obliged to fully and correctly comply with the branding guidelines at all times and in all communications.

### **Size, Position and Co-branding**

It is a requirement of each winning city to reinforce awareness of the EGC / EGL initiatives by applying the full and correct EGC / EGL "winning city" logo to all communications activities and online and printed materials, such as (indicative, non-exhaustive list): advertisements, websites, flags, posters, newspaper articles and supplements, brochures, leaflets, reports, postcards, t-shirts, PowerPoint presentations, etc.

#### **SIZE:**

- The logo should be displayed at a minimum size of 25mm wide on an A5 page; and appropriately scaled up for larger applications, i.e. 100% larger on A4; 200% larger on A3, etc.
- The EGC / EGL logo should be at least 10% larger than any other crest / logo being displayed on the same page, flag, t-shirt, screen, advertisement, etc.
- The EGC / EGL logo should be displayed prominently on the home page of all websites at a minimum size of 50mm wide.

#### **POSITION:**

The EGC / EGL logo must be displayed on the front cover of all printed publications, top of the page.

#### **CO-BRANDING:**

When other (sponsor) logos have to be displayed on the same page, screen, other media as the EGC / EGL logo, the Commission stipulates, that as a condition of the Award, the EGC / EGL brand should always have dominance above all other brands in terms of size and position. The minimum sizes for the EGC / EGL logo as will be detailed in the branding toolkit mentioned above must be adhered to all times.

#### **SPONSORS AND PARTNERS:**

Importantly, the EGC / EGL or its "winning city" logo should never be referred to as a sponsor and should never be displayed underneath / alongside any heading that infers that it is a sponsor - it is not.

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The EGC / EGL "winning city" logo should not be displayed alongside any sponsor and should not be provided to sponsors without the European Commission's prior permission. If a winning city secures partners from the commercial or other sectors, all requests to provide the EGC / EGL logo to partners must be sent to the European Commission and be subject to the Commissions verification and prior approval.

EXAMPLES OF "winning city" LOGOS:





# Branding Rules & Requirements

Branding Toolkit **January 2023**

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# Foreword

A strong graphic identity (logo) was developed by the European Commission to build awareness of the European Green Capital Award (EGCA) and European Green Leaf Award (EGLA); and to demonstrate that winning the Awards is a prestigious seal of approval, following a stringent internal competition.

The simple but impactful brand identity that includes the European Commission logo and tagline ‘An initiative of the European Commission’, highlights that the Award is a credible and verified international scheme.

The European Commission and the winning cities have been building international awareness of the Awards over the past 11 years. The EGCA / EGLA brands and logos are important communication tools and ensure continuity of the EGCA / EGLA brand, from one winner to the next, year on year, and thus extends beyond any given winner’s time as an EGCA / EGLA winning city.

Sections 1-2 of this Branding Toolkit contain essential information for cities on the requirements and regulations regarding use of the EGCA / EGLA logos in line with the Rules of Competition.

Sections 3-5 contain additional detailed information about colour, typeface and slogans, and information for graphic designers.

Section 6 outlines the requirements for how to mention the EGCA / EGLA competitions on social media.

# Section 1 Logo

## 1.1 Responsibilities of Winning Cities

The EGCA / EGLA logo represents the prestigious European Commission designation that a city is awarded. It is the reason why a winning city is able to promote itself as a European Green Capital or European Green Leaf. The status of the EGCA / EGLA logo should be respected by all winning cities and their agents.

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- **The European Commission does not allow cities to develop their own brand to promote their EGCA / EGLA status.**
  - **The official EGCA / EGLA brand containing the European Commission logo and the tagline ‘An initiative of the European Commission’, is the only symbol of a winning city and should be prominently displayed in its entirety.**
  - **The marketing and communications strategy, and communication materials (printed and online), used by a winning city must clearly reflect the fact that the Awards are an initiative of the European Commission.**
  - **For this purpose, an EGCA / EGLA winning city shall make exclusive use of the official “winning city” branding.**
-



# 1.1 Responsibilities of Winning Cities

It is an absolute requirement and part of the Letter of Intent of each winning city to reinforce awareness of the EGCA / EGLA initiative by applying the full EGCA / EGLA logo correctly to all communications activities and materials.

The European Commission and its Secretariat will be auditing correct application of the logo by winning cities and advises cities that, as per the Letter of Intent, they are obliged to fully and correctly comply with the branding guidelines at all times and in all communications.

The European Commission and its Secretariat will only engage with winning city officials and not with their sponsors or partners.

# 1.2 Winning City Requirements

It is a requirement of each winning city to reinforce awareness of the EGCA / EGLA initiatives by applying the full and correct EGCA / EGLA logo to all communications activities and materials including advertisements, websites, flags, posters, newspaper supplements, brochures, leaflets, reports, postcards, t-shirts, PowerPoint presentations, etc.

The European Green Capital and European Green Leaf Awards are initiatives of the European Commission. The European Commission logo and the tagline “An initiative of the European Commission”, **must** appear

in all communications. The European Commission logo and tagline is embedded into the EGCA / EGLA main logos and winning city logos and must not be interfered with or omitted under any circumstances.

# 1.3 Correct Use of the EGCA / EGLA Logo

## Size

The logo should be displayed at a **minimum size of 25mm wide** on an A5 page; and appropriately **scaled up** for larger applications, i.e. 100% larger on A4; 200% larger on A3, etc.

The EGCA / EGLA logo should be at **least 10% larger** than any other crest / logo being displayed on the same page, flag, t-shirt, screen, advertisement, etc.

The EGCA / EGLA logo should be **displayed prominently** on the home page of all winning EGCA / EGLA city websites at a **minimum size of 50mm wide**.

## Position

The EGCA / EGLA logo must be displayed on the **front cover of all printed publications**.

## Prior Approval for Sponsors and Partners

The EGCA / EGLA logo should not be displayed alongside any sponsor and should not be provided to sponsors **without the European Commission's prior permission**.

If a winning city secures partners from the commercial or other sectors, all requests to provide the EGCA / EGLA logo to partners must be sent to the European Commission and be **subject to the Commission's verification and prior approval**.

If use of the EGCA / EGLA brand is approved, the award logo and European Commission logo should be placed well apart from the logo of the third-party organisation and its placement should not give the impression that the third party is part of the EU institutions.

The EGCA / EGLA or its logo should **never be referred to as a sponsor** and should never be displayed underneath / alongside any heading that infers that it is a sponsor - because it is not.

# 1.4 European Green Capital Award Logo

## Logo Introduction

The European Green Capital Award logo consists of a symbol and a logotype. These objects should always be used together as one unit and may not be used separately.

The colours have a light and optimistic feel. They represent clean air, a green approach to the environment and encourage a positive attitude to living in a city. The leaf embracing the city represents how the candidate cities care for their citizens by striving to improve the environment in which they live. The stars refer to the European Union.

---

European Green Capital  
Award Symbol &  
Logotype

Main Logo



# The Logo

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## OPTION 2

European Green Capital  
Award Logo

Small Version <25mm



---

The logo may not be stretched or distorted in any way.

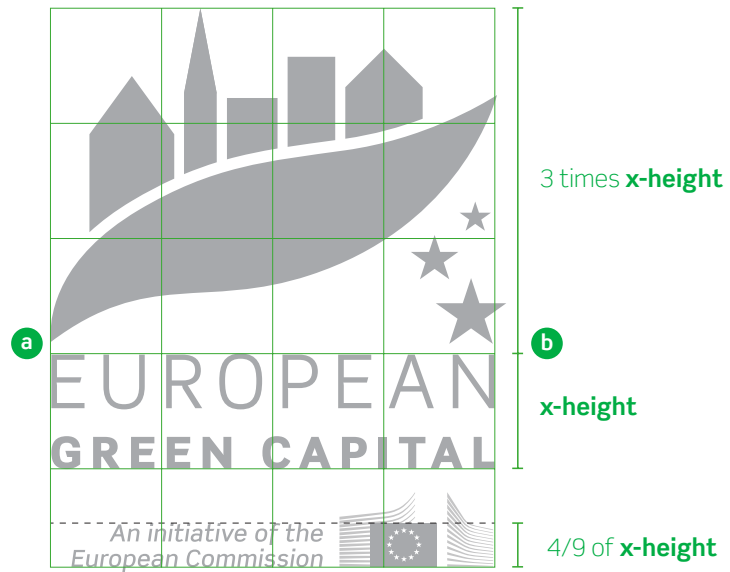


# Logo Construction

This illustration outlines the construction of the logo.

**a** At the base of the leaf, the 'E' and 'G' are aligned.

**b** The 'N' and 'L' are aligned, below the star.



# Logo Versions

The logo can be used in both positive and negative versions.

There is also a mono version of the logo.

**a** Logo Positive

**b** Logo Negative

**c** Logo Mono



**a**



**b**



**c**

# Logo - Winning City

## EXAMPLES

When a city is awarded the European Green Capital title, the winning logo consists of the main logo (see page 7), the name of the city, the winning year and the word 'winner'.

The winning logos are provided in both English and the winning city's native language.



# Logo Construction - Winning City

**a** The name of the winning city is written in turquoise (see Section 4), in Scene Std Bold 23pt., 150pt. tracking - longer names may require less tracking (sizes based on downloadable file on the right).

To create a winning logo, you need the typefaces Scene Std Bold which can be purchased at [www.fonts.com](http://www.fonts.com), and Foxjump which can be downloaded free of charge at: [www.fontspace.com/foxy-fonts/foxjump](http://www.fontspace.com/foxy-fonts/foxjump).

**b** The year of the reward is written in green (see Section 4) and set in the typeface Foxjump at 23pt. (sizes based on downloadable file). It is set at a 4 degree angle.



# Logo - Exclusion Zone

To ensure optimal conditions for the exposure of the logo, there must be an exclusion zone around it, in which no other logos, text, etc. may be placed.

It also indicates the minimum distance the logo may be placed from the edge of a paper/screen/other media.

The URL is exempt from this rule.



# Logo Scaling

The logo can be scaled up to any size. The minimum size is 25mm wide.

If a smaller size is absolutely necessary, you can use the small logo version.



# 1.5 European Green Leaf Award Logo

## Logo Introduction

The European Green Leaf Award logo consists of a symbol and a logotype. These objects should always be used together as one unit and may not be used separately.

The colours have a light and optimistic feel. They represent clean air, a green approach to the environment and encourage a positive attitude to living in a city. The leaf embracing the city represents how the candidate cities care for their citizens by striving to improve the environment in which they live. The stars refer to the European Union.

---

European Green Leaf  
Award Symbol &  
Logotype

Normal Size





# The Logo

## OPTION 1

European Green Leaf  
Award Symbol &  
Logotype

Smallest Size



25mm

## OPTION 2

European Green Leaf  
Award Logo

Small <25mm

Must include the  
European Commission  
logo and accompanying  
tagline separately.



The logo may not be  
stretched or distorted  
in any way.



# Logo Construction

This illustration outlines the construction of the logo.



## Logo Versions

The logo can be used in both positive and negative versions.

There is also a mono version of the logo.

**a** Logo Positive

**b** Logo Negative

**c** Logo Mono



**a**



**b**



**c**

# Logo - Winning City

## EXAMPLES

When a city is awarded the European Green Leaf title, the winning logo consists of the main logo (see page 13) with the name of the city, the winning year and the word 'winner'.

The winning logos are also provided in the winning city's native language.

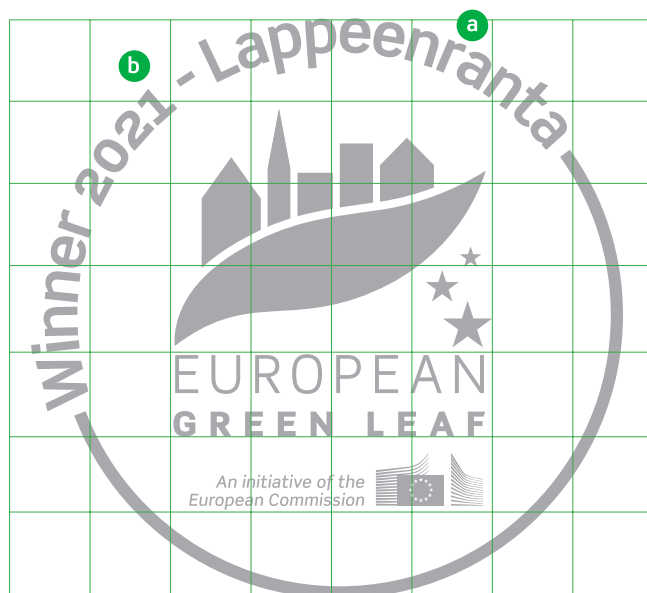


# Logo Construction - Winning City

**a** The name of the winning city is written in turquoise (see Section 4), in Scene Std Bold 4), in Scene Std Bold XXpt.\*, -25pt. tracking. To create a winning logo, you need the typefaces Scene Std Bold which can be purchased at [www.fonts.com](http://www.fonts.com).

**b** The year of the award is written in turquoise (see Section 4) using the Old Style Figures from the Glyphs contained in the font.

\*(sizes based on downloadable file on the right).



# Logo - Exclusion Zone

To ensure optimal conditions for the exposure of the logo, there must be an exclusion zone around the logo in which no other logos, text etc. may be placed. It also indicates the minimum distance the logo may be placed from the edge of a paper/screen/other media.

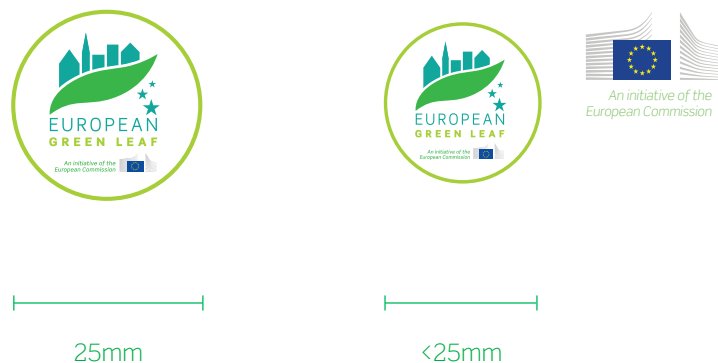
The URL is exempt from this rule.



# Logo Scaling

The logo can be scaled up to any size. The minimum size is 25mm wide.

If a smaller size is absolutely necessary, you can use the logo without the European Commission logo and accompanying text, provided you include it separately as seen in second image.



# 1.6 Applicant and Finalist City Logos

Throughout the competition, applicant cities, may be provided with the relevant award logo.

Applicant logos are provided to cities entering the European Green Capital and European Green Leaf Awards after the closing date for entries and when their application has been confirmed.



The cities who progress to the final stages of the European Green Capital and European Green Leaf Awards are provided with the relevant logo after the shortlist is announced.



## Section 2 Promotional Material

The correct EGCA / EGLA logo must be placed prominently on the front of all promotional materials including brochures, posters, flags, advertisements, etc., to reinforce that it is a prestigious European Commission initiative, and to build awareness of the Awards.

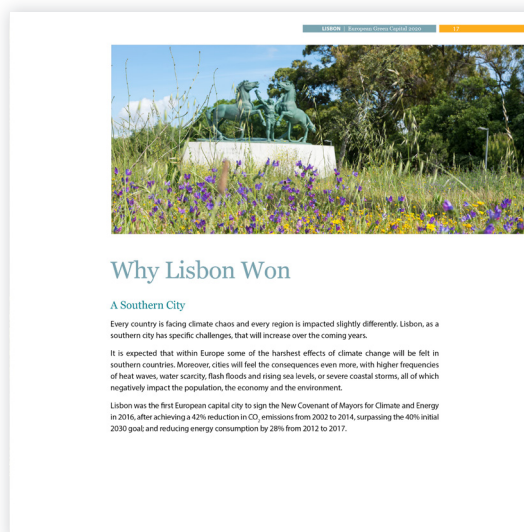
As detailed above in Section 1, the EGCA / EGLA logo should not be displayed alongside any sponsor with the same status and should not be provided to sponsors without the European Commission's permission.

# Sample Brochure

Example for European Green Capital Award Winner logo on front cover

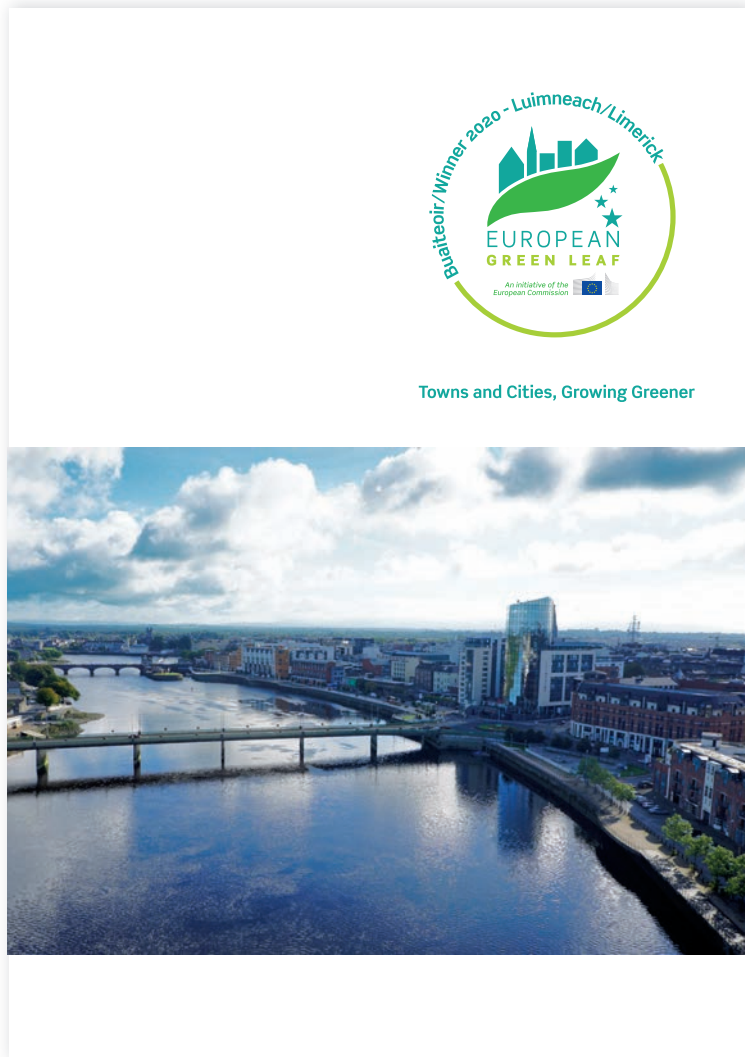


Example of internal pages



# Sample Brochure

Example for European Green Leaf Award Winner logo on front cover



Example of internal pages





## Section 3 Campaign Slogan

The branding platform becomes doubly powerful by combining the logo with text. This is why a slogan has been developed for the European Green Capital and European Green Leaf Awards.

# Campaign Slogan - EGCA

---

Campaign Slogan for  
European Green Capital  
Award.

*Green cities - fit for life*

# Campaign Slogan - EGLA

---

Campaign Slogan for  
European Green Leaf  
Award.

*Towns and Cities, Growing Greener*

## Section 4 Colours

The colours chosen for the European Green Capital and European Green Leaf Awards' identity are clean, light and serene. The green symbolises the environment and the turquoise connotes an uplifting and clean feeling.

The colours can be used as a tint. They may also be used as a gradient, blended from full colour to white.

# Corporate Colours

Pantone 354C



CMYK		RGB	
C	75	R	64
M	0	G	165
Y	100	B	43
K	0	HTML# 339900	

conversion to RAL: RAL 6037

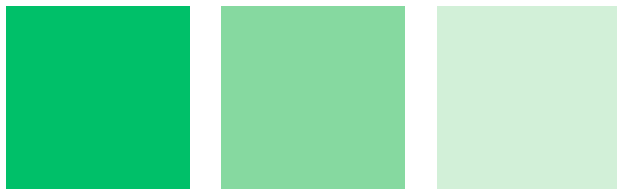
Pantone 3272C



CMYK		RGB	
C	80	R	0
M	10	G	159
Y	45	B	149
K	0	HTML# 009999	

conversion to RAL: RAL 5018

Colour Tints

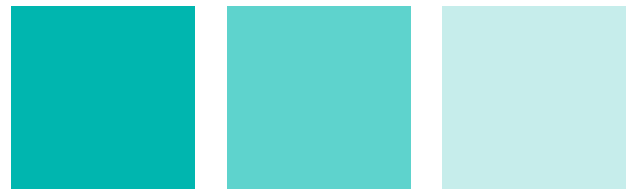


80%

50%

30%

Colour Tints



80%

50%

30%

Colour Gradient



Colour Gradient



# Section 5 Typography

Typography also helps to reinforce the EGCA / EGLA brand identity and should be used consistently across all communications activities and materials. To help ensure that all visual communications are consistent, EGCA / EGLA use one primary brand typeface and a web-safe typeface for digital materials.

# Brand Typeface

The logotype is based on the font Scene Standard. This font is used throughout the visual identity as the main typeface.

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A variety of upper and lowercase letters is used throughout the visual identity alongside the use of different weights of Scene Standard. It underlines the hierarchy of the messages communicated in the promotional material.

---

**THIS IS SCENE STD REGULAR  
USING UPPER-CASE LETTERS**

**This is an example of a sentence  
using lower-case letters**

---

Scene Standard Light

---

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890%&!;;

---

Scene Standard Regular

---

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890%&!;;

---

Scene Standard Italic

---

*ABCDEFGHIJKLMNOPQRSTUVWXYZ*  
*abcdefghijklmnopqrstuvwxyz*  
*1234567890%&!;;*

---

Scene Standard Bold

---

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**  
**abcdefghijklmnopqrstuvwxyz**  
**1234567890%&!;;**

# Web Typeface

The font Arial is used for web purposes, letterheads and other material which require a cross platform font available to virtually everyone and it is the chosen font of the new European Commission website.

---

Arial Regular

---

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz  
1234567890%&!;;

---

Arial Regular Italic

---

*ABCDEFGHIJKLMNOPQRSTUVWXYZ*  
*abcdefghijklmnopqrstuvwxyz*  
*1234567890%&!;*

---

Arial Bold

---

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**  
**abcdefghijklmnopqrstuvwxyz**  
**1234567890%&!;**

---

Arial Bold Italic

---

***ABCDEFGHIJKLMNOPQRSTUVWXYZ***  
***abcdefghijklmnopqrstuvwxyz***  
***1234567890%&!;***

# Section 6 Social Media

Social media is another key channel where the EGCA / EGLA competitions are promoted. To help ensure consistency and harmonisation of how the initiatives are referred to across all social media channels, this section outlines the rules regarding hashtag use.



# Hashtag Use - EGCA

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When mentioning the European Green Capital Award or competition on social media channels, applicant / finalist / winning cities **must** always include the hashtag **#EUGreenCapital**. Avoid using any other variation to ensure consistency.

When posting content specifically about a winning European Green Capital city, make reference to their winning year in the hashtag. For example, Lisbon was the European Green Capital in 2020, therefore the hashtag referencing Lisbon should always be **#EUGreenCapital**.

# Hashtag Use - EGLA

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When mentioning the European Green Leaf Award or competition on social media channels, applicant / finalist / winning cities must always include the hashtag **#EUGreenLeaf**. Avoid using any other variation to ensure consistency.

When posting content specifically about a winning European Green Leaf city, make a reference to their winning year in the hashtag. For example, Limerick was the European Green Leaf in 2020, therefore the hashtag referencing Limerick should always be **#EUGreenLeaf**.



[ec.europa.eu/europeangreencapital](https://ec.europa.eu/europeangreencapital)



[ec.europa.eu/europeangreenleaf](https://ec.europa.eu/europeangreenleaf)

**Annex 6**  
**Data Protection Notice**



EUROPEAN COMMISSION  
DG Environment

## **PROTECTION OF YOUR PERSONAL DATA**

**This privacy statement provides information about the processing and the protection of your personal data.**

**Processing operation: European Green Capital and Leaf Awards 2025**

**Data Controller: DG Environment, Directorate A, Unit Environmental Knowledge, Eco-Innovation and SMEs**

**Record reference: DPO-2011**

### **Table of Contents**

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- 2. Why and how do we process your personal data?**
- 3. On what legal ground(s) do we process your personal data?**
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- 5. How long do we keep your personal data?**
- 6. How do we protect and safeguard your personal data?**
- 7. Who has access to your personal data and to whom is it disclosed?**
- 8. What are your rights and how can you exercise them?**
- 9. Contact information**
- 10. Where to find more detailed information?**

## **1. Introduction**

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [Regulation \(EU\) 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (repealing Regulation (EC) No 45/2001).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation for the competition to identify the winners of the “European Green Capital Award 2025 and European Green Leaf Award 2025” .undertaken by the European Commission’s Directorate General for Environment, Unit ENV.C.3 is presented below.

## **2. Why and how do we process your personal data?**

Purpose of the processing operation: DG ENV.C.3 collects and uses your personal information to enable the competition for the award of the titles of European Green Capital 2025 and European Green Leaf 2025. This action supports the implementation of environmental policy and legislation and – in a wider context - to support implementation of European Green Deal on the local level (in particular the Zero Pollution Action Plan, Biodiversity Strategy 2030 and the Circular Economy Action Plan). The ultimate aim is to enhance the sustainability of the Union’s cities by promoting smart, green and inclusive cities as well as to support and stimulate policies for sustainable urban planning and design.

Your personal data will not be used for an automated decision-making including profiling.

## **3. On what legal ground(s) do we process your personal data**

The processing operations on personal data for the organization and management of the meeting/event/conference are necessary and lawful under the following article of the Regulation (EU) 2018/1725:

- Article 5 (a) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body. The processing operations on personal data linked to the organisation and management of the meeting is necessary for the management and functioning of the Commission, as mandated by the treaties, and more specifically Article 5 of TEU, Article 11, Article 13 TEU and Articles 244-250 TFEU.
- Article 5 (d) the data subject has given consent to the processing of his or her personal data for one or more specific purposes.

## **4. Which personal data do we collect and further process?**

In order to carry out this processing operation ENV.C.3 collects the following categories of personal data:

The provision of personal data is mandatory to meet the requirement of running of the competition, i.e. to award the title of European Green Capital 2025 or European Green Leaf 2025. If you do not provide your personal data, possible consequences are that the city's participation in European Green Capital 2025 or European Green Leaf Award 2025 competition process will be hindered as the Commission will have no means to set up the necessary administrative steps that are necessary for contacting the applicant city's representative and for paying the financial incentive to the winning EGC 2025 or EGL 2025 cities as outlined in the Rules of Contest that govern this competition.

- Name;
- Function;
- Contact details (e-mail address, telephone number, mobile telephone number, fax number, postal address, company and department, country of residence, IP address, etc.);

#### **5. How long do we keep your personal data?**

ENV.C.3 only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing. All personal data will be deleted from databases 1 year after the last action in relation to the meeting.

Your personal data will be part of a list of contact details shared internally amongst the staff of ENV.C.3 or its contractor (see under point 6) for the purpose of contacting you in the future in the margins of subsequent activities such as the registration and participation to relevant events. If you change your mind in this regard, please contact us using the Contact Information below and explicitly specifying your request.

#### **6. How do we protect and safeguard your personal data?**

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Commission or of its contractor the European Green Capital and Green Leaf Secretariat. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

The Commission's contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ('GDPR' [Regulation \(EU\) 2016/679](#)).

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

#### **7. Who has access to your personal data and to whom is it disclosed?**

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation and to authorised staff according to the "need to know" principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

## **8. What are your rights and how can you exercise them?**

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have the right to object to the processing of your personal data, which is lawfully carried out pursuant to Article 5(1)(a).

You have consented to provide your personal data to ENV.C.3 for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

## **9. Contact information**

### **- The Data Controller**

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, ENV.C.3 and [ENV-EGCA-EGL@ec.europa.eu](mailto:ENV-EGCA-EGL@ec.europa.eu).

### **- The Data Protection Officer (DPO) of the Commission**

You may contact the Data Protection Officer ([DATA-PROTECTION-OFFICER@ec.europa.eu](mailto:DATA-PROTECTION-OFFICER@ec.europa.eu)) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

### **- The European Data Protection Supervisor (EDPS)**

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

## **10. Where to find more detailed information?**

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPO-2011.



## **Annex 7**

### **Declaration on Honour on exclusion criteria and selection criteria**

## Declaration on honour

### Rules of Contest - EUROPEAN GREEN CAPITAL and LEAF AWARDS 2025

The undersigned [*insert the name of the person signing this form*], representing:

(only for natural persons) himself or herself:	(for legal persons and entities without legal personality ) the following entity:
ID or passport number:	Full official name: Official legal form: Statutory registration number: Full official address:
('the person')	VAT registration number: ('the person')

The person is not required to submit the declaration on exclusion criteria if the same declaration has already been submitted for the purposes of another award procedure of the Commission provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year.

In this case, the signatory declares that the person has already provided the same declaration on exclusion criteria for a previous procedure and confirms that there has been no change in its situation:

Date of the declaration	Full reference to previous procedure and the institution/body that launched it (EC or an Executive Agency)

[which has been authorised to sign the present declaration on behalf of the following other persons<sup>1</sup>:  
*[insert names of other entities on behalf of which the declaration is being signed]*]

(1) declares that the person is eligible in accordance with the criteria set out in the specific Rules of contest;
(2) declares that the person has the required financial and operational capacity as set out in the specific Rules of contest <sup>2</sup> ;
(3) declares that the person has not received any other Union funding subject of this application and commits to declare immediately to the Commission any other such Union funding it would receive until the end of the action.

**IF ANY OF THE ABOVE REQUIREMENTS IS NOT SATISFIED, PLEASE INDICATE in annex to this declaration which and THE NAME OF THE CONCERNED PERSON WITH A BRIEF EXPLANATION.**

#### I – SITUATIONS OF EXCLUSION CONCERNING THE PERSON

<sup>1</sup> Please also consult the Rules of Contest in case specific options are defined to sign the declaration

<sup>2</sup> This does not apply to affiliated entities except if their financial capacity and operational capacity is necessary due to the fact that the beneficiary composed of these affiliated entities does not have the required capacity itself.

<p>(4) declares that the person is <b>not</b> in one of the following situations. <b><u>If yes, please indicate in annex to this declaration which situation and the name(s) of the concerned person with a brief explanation.</u></b></p>
<p>a) it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under Union or national law;</p>
<p>b) it has been established by a final judgement or a final administrative decision that it is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;</p>
<p>c) it has been established by a final judgement or a final administrative decision that it is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:</p> <ul style="list-style-type: none"> <li>(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility and selection criteria or in the performance of a contract, an agreement or a grant decision;</li> <li>(ii) entering into agreement with other persons with the aim of distorting competition;</li> <li>(iii) violating intellectual property rights;</li> <li>(iv) attempting to influence the decision-making process of the Commission/ the Agency during the award procedure;</li> <li>(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;</li> </ul>
<p>d) it has been established by a final judgement that it is guilty of any of the following:</p>
<p>(i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;</p>
<p>(ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or active corruption within the meaning of Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in other applicable laws;</p>
<p>(iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;</p>
<p>(iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;</p>
<p>(v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;</p>
<p>(vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;</p>
<p>e) it has shown significant deficiencies in complying with the main obligations in the performance of a contract, an agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual</p>

penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;
f) it has been established by a final judgment or final administrative decision that it has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
g) it has been established by a final judgment or final administrative decision that the person has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
h) ( <i>only for legal persons and entities without legal personality</i> ) it has been established by a final judgment or final administrative decision that the person has been created with the intent provided for in point (g);
i) for the situations referred to in points (c) to (h) above the person is subject to: <ul style="list-style-type: none"> <li>i. facts established in the context of audits or investigations carried out by the European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;</li> <li>ii. non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;</li> <li>iii. facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks;</li> <li>iv. information transmitted by Member States implementing Union funds;</li> <li>v. decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or</li> <li>vi. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.</li> </ul>

**II – SITUATIONS OF EXCLUSION CONCERNING A NATURAL PERSON WHO IS ESSENTIAL FOR THE AWARD OR THE IMPLEMENTATION OF THE ACTION OR WORK PROGRAMME SUBJECT TO THE APPLICATION**

(5) declares that a natural person who is essential for the award or for the implementation of the prize subject to the application is <b>not</b> in one of the following situations <b><i><u>If yes, please indicate in annex to this declaration which situation and the name(s) of the concerned person(s) with a brief explanation:</u></i></b>
Situation (c) above (grave professional misconduct)
Situation (d) above (fraud, corruption or other criminal offence)
Situation (e) above (significant deficiencies in performance of a contract )
Situation (f) above (irregularity)
Situation (g) above (creation of an entity with the intent to circumvent legal obligations)
Situation (i) above

**III – SITUATIONS OF EXCLUSION CONCERNING BENEFICIAL OWNERS AND NATURAL OR LEGAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL**

**Not applicable to natural persons, Member States and local authorities**

(6) declares that a natural or legal person who is a member of the administrative, management or supervisory body of the above-mentioned person(s), or who has powers of representation, decision or control with regard to the above-mentioned person(s) (this covers e.g. company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares), or a beneficial owner of the person(s) (as referred to in point 6 of article 3 of Directive (EU) No 2015/849) is <b>not</b> in one of the following situations. <b><u>If yes, please indicate in annex to this declaration which situation and the name(s) of the concerned person(s) with a brief explanation.</u></b>
- situation (c) above (grave professional misconduct)
- situation (d) above (fraud, corruption or other criminal offence)
- situation (e) above (significant deficiencies in performance of a contract)
- situation (f) above (irregularity)
- situation (g) above (creation of an entity with the intent to circumvent legal obligations)
- situation (h) above (person created with the intent to circumvent legal obligations)
- situation (i) above

**IV – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE PERSON**

**This section applies only to declarations that include a person for which a natural or legal person assumes unlimited liability for debts**

(7) declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned person(s) is <b>not</b> in one of the following situations. <b><u>If yes, please indicate in annex to this declaration which situation and the name(s) of the concerned person(s) with a brief explanation .</u></b>
- situation (a) above (bankruptcy)
- situation (b) above (breach in payment of taxes or social security contributions)

**V – GROUNDS FOR REJECTION FROM THIS PROCEDURE**

(8) declares that the the person:
was <b>not</b> previously involved in the preparation of documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise. <b><u>If yes, please indicate in annex to this declaration the name(s) of the concerned person(s) with a brief explanation .</u></b>

## **VI – REMEDIAL MEASURES**

If the person(s) declare one of the situations of exclusion listed above, it/they must indicate measures it/they has/have taken to remedy the exclusion situation, thus demonstrating its/their reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

## **VII – EVIDENCE UPON REQUEST**

The Commission/Agency may request any person subject to this declaration to provide information and the applicable evidence on any natural or legal person that is member of an administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners, as well as on a natural persons who are essential for the award or for the implementation of the action or work programme subject to the grant application.

The Commission/Agency may request any person subject to this declaration to provide the applicable evidence concerning the person itself and the natural or legal persons which assume unlimited liability for the debts of the person.

Evidence may be requested as follows:

For situations described in (a), (c), (d),(f), (g) and (h) production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the entity showing that those requirements are satisfied.

For the situation described in point (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the entity is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

If a person has already submitted such evidence for the purpose of another award procedure of the Commission the documents must have been issued no more than one year before the date of their request and must still be valid at that date.

If selected to be awarded a prize, the person subject to this declaration accept(s) the terms and conditions laid down in the rules of contest.

**The above-mentioned person must immediately inform the Commission of any changes in the situations as declared.**

**The person subject to this declaration may be subject to rejection from this procedure and to administrative sanctions (exclusion) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.**

Full name

Date

Signature

## **Annex 8**

# **Online Application Platform user guide**



# European Green Capital & European Green leaf Awards 2025

## Registration and Application platform user guide

Dear Applicant City, this guide is here to guide you through the different steps in order to submit your city application. Should you still have a question afterwards, please do not hesitate to contact us at [info@europeangreencapital.eu](mailto:info@europeangreencapital.eu) or [info@europeangreenleaf.eu](mailto:info@europeangreenleaf.eu)

### • HOW TO REGISTER

In order to apply to the EU Green Capital & Leaf Awards, you first need register yourself on the dedicated [platform](#).

In order to do so, please fill in the requested information.

**4 steps to apply**

- 1 Register an account
- 2 Download the necessary documents
- 3 Start your City Application (save it in-progress)
- 4 Submit your City Application to be assessed

Best of luck!

To get access to the full range of documents it is mandatory to register. However, registering does not commit you to submit an application.

Any question?  
[info@europeangreencapital.eu](mailto:info@europeangreencapital.eu) or  
[info@europeangreenleaf.eu](mailto:info@europeangreenleaf.eu)

### Register

First name

Last name

Email

Password  
Must be at least 12 characters, including a number, an upper- and a lower-case letter and a special character.

Confirm password

I have read and agree to the [privacy policy](#), [cookie policy](#) and [terms of service](#).

I agree to receive notification and communication emails or SMSs from European Green Capital & Leaf Awards. You may withdraw your consent at any time.

### Log in

Email or mobile

Password

Remember me

[Forgot password](#)





Once all the fields completed, click on “register”. You will be redirected to a second registration page with a few more information requested in order to complete your profile:

Additional details

All questions must be answered, unless marked optional.

Country

Please, indicate which **city** you are representing  
0 / 10 words

Professional or administration phone number

+32 470 12 34 56

Do not add your private phone number

City's Mayor Name <sup>?</sup> 0 / 10 words

Mayor's email address

Complete profile

After completing your profile, you will be officially registered. Registration is free of obligations and does not require your city to enter the competition at a later stage. Registration will allow your city to explore the application process and determine if your city would like to make a formal entry.



You will receive a confirmation email. Please read it carefully as it will contain some very important information:

- A link to confirm your account
- A link to download the full Application Form and other important documents.



## European Green Capital & Leaf Awards account confirmation

Dear [REDACTED]

To confirm that this account has been created by you, please click the link below or copy and paste it into your browser. You will then be able to log in.

[Confirm account](#)

If this was not you, then please ignore and delete this email.

The **online application form will be available on 10 February 2023 on this platform**. In the meantime, we invite you to **download all the necessary documents on the following link** in order to start working on your application:

(LINK)

We stay at your disposal should you need any support.

Kind regards,



The EU Green Capital & Leaf Secretariat.

*This is an automated message from European Green Capital & Leaf Awards.  
Please do not reply to this message.*

European Green Capital & European Green Leaf Awards Secretariat



Once you have completed all those steps, congratulations! You now have access to your personal dashboard.



[📄 Important Awards information](#) ▾

#### Dates

- Online Application Form will be available in **10 February 2023**.
- Application deadline: **30 April 2023 at 23:59** (Brussels time CEST)
- Please note the entry deadline, this date is final and there will be no extensions provided. The system will automatically prevent entry submission after the deadline.
- Finalist Cities will be announced in **June 2023**
- Jury presentation and Awards Ceremony will take place on **4 & 5 October 2023** in Tallinn.

#### Information

You can download all the necessary documents on the following link:

(LINK)

Please use them as support in order to prepare your application. Once ready, click on "start application" in order to fill in your online application.

#### Support

If you have any questions on the application process, please contact the organisers by email to [info@europeangreencapital.eu](mailto:info@europeangreencapital.eu), [info@europeangreenleaf.eu](mailto:info@europeangreenleaf.eu) or call +32 (0) 2 548 12 89

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- You may edit your entry after submitting, up until the entry deadline.
- Please make sure all your personal details are entered accurately, including contact details.
- You are eligible to enter only one category, and as long as your city meets the eligibility criteria.

### My applications

Hello,  

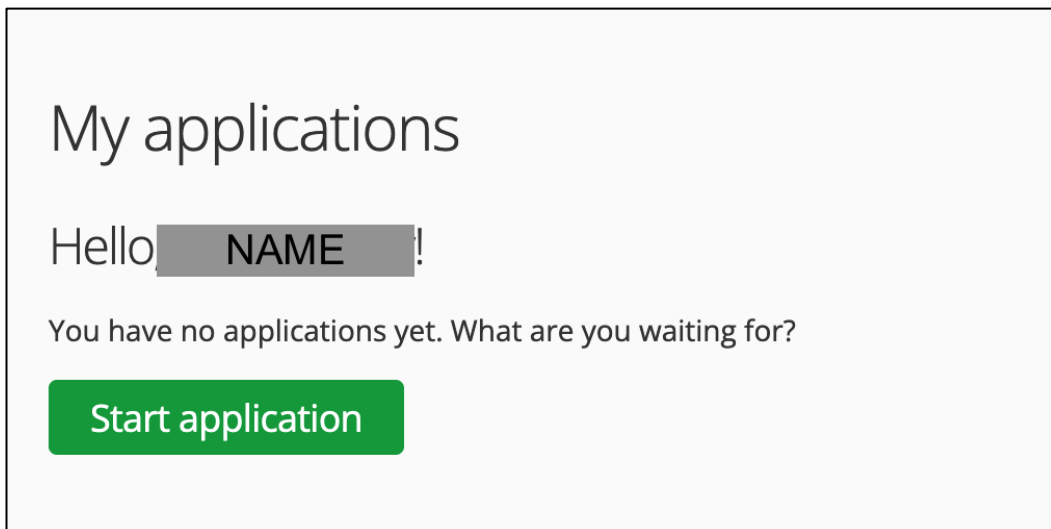
Start application Applications are closed

The online application will open on 10 February at 12:00 CET (GMT+1). Once open, the “start application” button will become green.



- **HOW TO APPLY**

In order to start filling in your online application form, you first need to click on “Start application”.



Then you need to select to which Award you want to apply, the European Green Capital or the European Green Leaf Award 2025. Please name your application as follow: **Application\_CITY**



There is one final step for you to check, before starting the Application: the Eligibility Check. A set of questions will be asked to you in order to check if you meet all the minimum requirements in order to apply to the Award. If you want to know more about the eligibility criteria of the Awards, please check p.7 of the [Rules of Contest](#).



Congratulations, you can now access the full online Application. Please complete all the online application chapters. **All the questions must be answered.**

City Introduction and Context

Please provide the following information:

1. An overview of the city and a general background to the application, including examples of environmental, social and economic sustainability in the city.
2. A description of the key environmental challenges which the city faces, including factors which have influenced the city's development.
3. The following two maps:
  - a. Map 1 should show the layout of urban areas, geographical and other features across the city.
  - b. Map 2 should show the city in the context of the wider surrounding area.

(max. 1000 words and five graphics, images or tables plus the two requested maps as detailed above)

Please write your answer here: (optional) 0 / 1000 words

Map 1 (optional)

Drag your file here  
or  
Select file

Map 2 (optional)

Drag your file here  
or  
Select file



You can save your draft application and come back later to finalise it. In order to access it again, you will need to login on the home page:

We hope this guide will be useful. Please do not hesitate to contact the Secretariat should you need further assistance: [info@europeangreencapital.eu](mailto:info@europeangreencapital.eu) or [info@europeangreenleaf.eu](mailto:info@europeangreenleaf.eu)  
You can also call us at the following phone number: +32 (0) 2 548 12 89