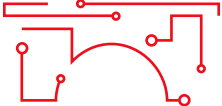


Guidelines for Submitting a Project | 2026

Idea competition Digitale Brückenbauer 2026 for Halle-Neustadt

DIGITALE BRÜCKEN BAUER 2026



An online form will be available on the science2public e. V. website

(<https://www.science2public.com>) from April 15, 2026, through May 15, 2026, for submitting project ideas to participate in the “Digitale Brückenbauer” smart city ideas competition.

This guide is designed to help you fill out the application form correctly. If you have any questions about the competition, please check out the **Questions and Answers (Q&A)** section on our website. During the application period, you can also take advantage of our **weekly online consultation** or attend our in-person consultation event. There, we’ll answer your questions and help you fill out the form. If you need a **translation**, we can assist you with that as well. Just contact us at smart@science2public.com.

- Please note that many fields in the online form have a **fixed character limit**. This limit includes spaces. If you enter text that is too long into a field, it will be automatically truncated. Therefore, please check the number of characters in your text before entering it.
- The form **does not automatically save your entries**. If you close it before submitting, all your information will be lost. We recommend that you first write and save your text in a document, such as Word or another word processing program. There, you can also count the characters (including spaces) and copy the text into the form later.
- **Describe your project as clearly and simply as possible**. Focus on the essentials. It’s enough if outsiders can easily understand what you’re planning and how you intend to carry it out. Describe your idea in a clear and understandable way, and explain specifically what steps, activities, or actions you plan to take to achieve your project’s goal.

Minimum and evaluation criteria

After submission, we will review whether your project meets the following five minimum criteria. **If any of these criteria are not met, your application will not be processed further.**

1. The application form has been completed in full and all required information has been provided
2. The main objective of the project is to teach participants digital skills
3. The project cost estimates are realistic and adequately justified for the scope of the project described
4. Realisation of the project can begin in July 2026
5. The project is non-discriminatory

If your submission meets all five criteria, it will be submitted to the jury for evaluation and assessed based on the following seven evaluation criteria:

1. **Creativity and Originality:** How innovative, creative, and unique are the project idea and its implementation?
2. **Promotion of Digital Literacy:** To what extent are digital skills being strengthened and promoted in a sustained manner?
3. **Target Audience:** How clearly defined and inclusive is the target audience?
4. **Practical Feasibility:** Are the project goals realistic and achievable within the given timeframe?
5. **Realistic Financing:** How realistic is the planned allocation of financial resources for the project's success?
6. **Sustainability:** Does the project have the potential to endure and have an impact in the long term, and, ideally, can it be replicated in other neighbourhoods? Does the project incorporate aspects of environmental, economic, and/or social sustainability?
7. **Social value:** How significant is the project's benefit to the community? To what extent do the people of Halle-Neustadt benefit from the idea?

When filling out the application, make sure to describe your project in a way that clearly demonstrates how it meets these criteria. In your responses, explain how your project idea fulfils each of the requirements.

After the initial review and evaluation of the submitted projects, the jury members may have questions about specific projects. The competition project manager will collect these questions and forward them to the contact person for each project.

The project manager will forward your answers to all jury members before the next jury meeting. **PLEASE NOTE: If the questions are not answered within one week, the jury will not be able to consider the project further.** If you are not contacted, it means the jury has no further questions. Regardless of whether you receive follow-up questions or not, you should not interpret this as an indication of your chances of winning.

Filling out the online registration form

With the online registration form, you submit the following information:

Personal information:

- **General contact information (required fields, input fields)**
 - Please provide the contact information for an **adult contact person** here. This includes name, address, phone number, and email address. Please enter the phone number using only digits.
 - Please verify that your email address and phone number have been entered correctly.
 - Please note that the contact person listed here will be contacted by the competition project manager regarding any questions from the jury.

Projekt information:

- **Projekt Name (required field, max. 60 characters)**
Enter a short and concise name for your project.
- **Projekt organiser/sponsor (required field, dropdown)**
 - Select the context in which you are submitting your project. For example, as an individual, as an association, as a company, through your school, or in another context.
- **Website or social media (optional)**
Enter the website URL or social media profile for your project here (if applicable).
- **Brief description of the project (required field, max. 100 characters)**
Summarize your project idea in a few sentences.

- **Which target audience(s) do you want to reach with your project?**

(Required field, multiple choice)

- **What digital skills does your project help develop?**

(Required field, multiple choice)

- **Detailed Project Description**

Briefly describe your project using the sub-questions below. Information previously provided about the target audience and digital skills may be repeated, as we need it both to understand your project and to ensure consistent statistical analysis.

1. **What is your project about?**

(Required field, max. 1,000 characters)

Briefly describe your idea. What is the main topic, and how does your project aim to teach digital skills? What makes your idea unique?

Make sure your description clearly explains what participants will specifically learn in the area of digital education. Describe as precisely as possible which digital skills, knowledge, or experiences can be acquired through the project. It is not enough for participants to simply use digital technology; they must actively learn or try something new.

2. **How do you plan to implement the project in concrete terms?**

(Required field, max. 600 characters)

What specific measures and activities do you plan to carry out?

Describe your approach using concrete work and implementation steps. Please do not use the subjunctive (e.g., “I would plan to work with a school class”).

3. **What added value does your project bring to your target group in Halle Neustadt?**

(Required field, max. 400 characters)

Explain why your project is important to the participants and how it benefits them. What will they learn, and how will their lives change as a result of participating?

Briefly describe the goal of your project, explain why it is relevant to your target group and outline the social value it creates. What should participants know, be able to do or perceive differently after taking part, compared to before?

4. **Who is carrying out the project?**

(Required field, max. 400 characters)

Describe who is involved in the project. Are you working alone or as part of a team? Do the people involved have experience in this field? Are there any partners, organizations, or initiatives with whom you are collaborating or plan to collaborate?

5. Where exactly will your project take place?

(Required field, max. 200 characters)

*Please list the planned location(s) in **Halle-Neustadt** where your project will take place. These can simply be initial ideas; a formal partnership does not need to be in place yet.*

6. What is the duration of your project?

(Required field, max. 200 characters)

Please specify the timeframe for your project, for example, once a week over two months or as a one-day workshop. Also state the duration of each individual session in hours.

Guidelines for the Project Scope

To ensure that the project scope and the grant amount are well-aligned, you can use the following guidelines for the active teaching of digital skills. These refer to hours during which participants are actually learning, practicing, or trying out something. Preparation and follow-up time are not included in this calculation.

- For a grant of 5,000 euros, you should plan for approximately **25 to 30 project hours**.
- For a grant of 2,500 euros, you should plan for approximately **10 to 15 project hours**.
- For a grant of 1,250 euros, you should plan for approximately **5 to 6 project hours**.

7. To what extent is your project sustainable?

(Required field, max. 300 characters)

How will the project contribute to digital education in Halle-Neustadt beyond the funding period, and what approaches are in place to ensure the long-term sustainability of the results or structures, or to transfer them to other contexts? Does the project idea have a sustainable character (i.e., economically, ecologically, and/or socially just)?

Project execution costs

- **How do you plan to use the grant funds?**

(Required field, max. 600 characters)

Please specify exactly how you intend to use the grant funds. Examples of eligible expenses include project materials, equipment such as cameras or digital software, honoraria, room rental, or travel expenses.

No more than one-third of the grant amount may be spent on technical equipment purchases. The total cost must not exceed 5,000 euros per project. Please enter the amounts in euros without decimals.

The jury will assess whether the scope of your project aligns with the stated costs. Ultimately, they will determine the amount of funding your project will receive. **A total of 20,000 euros** is available for distribution. The **nine best projects** will be awarded as follows:

- 1 project: €5,000
- 4 projects: €2,500 each
- 4 projects: €1,250 each

PLEASE NOTE: If you list total costs of 5,000 euros here, but only plan to hold two 2.5-hour workshops, you may still win, even though the number of project hours does not match your stated costs. In this case, the jury may award a lower grant amount — for instance, 1,250 euros. The jury bases its decision on the scope and effort required for your project.

Other information

- **Can you launch your project in the third quarter of 2026?**

(Required field, single-select (Yes/No))

If you select “No” here, you will not meet a minimum requirement, and your idea cannot be considered. Therefore, please make sure you can begin implementing your project during this period.

- **How did you hear about the contest?**

(Required field, multiple choice)

Select here where you heard about the contest, e.g., from other people, posters or mailers, social media ads, or a newsletter. This information is for our internal statistics only.

- **Previous participation** (required field, single-select (Yes/No))

This information is used solely for statistical purposes and does not affect the evaluation of your project idea.

PLEASE NOTE: Please be aware that last year's winners may only participate with a new project or a significant further development of the project they submitted the previous year. The further development must be clearly evident in the project description.

Final Statements

- **Interest in having your project featured on the 'Unser HaNeu' smart city website** (optional, single selection)

The "Unser HaNeu" platform was created as part of the City of Halle (Saale)'s Smart City project. It is a place where residents can find information, network and exchange ideas. Here you can showcase your project, publish events and find like-minded people, cooperation partners or further funding opportunities. All projects can be featured, and winning projects will be highlighted. If you tick the box, we will contact you and provide further information. Feel free to visit "Unser HaNeu" yourself or contact the editorial team directly (info@unser-haneu.de).

- **Subscribe to the newsletter** (optional, single selection)

If you don't want to miss any updates on the competition, please feel free to subscribe to the science2public newsletter. This is not a requirement for taking part.

- **Tick the boxes for the terms and conditions and privacy policy** (required field, single selection)

At the end of the form, you must agree to the terms and conditions and the privacy policy. Before doing so, you should read both documents carefully. You can find them in the downloads section on the competition's project page.

Submission of the project idea

Click on the **'Submit idea' button** to send us your project idea. In the next step, you will receive an **email containing a confirmation link**. Please also check your spam folder.

When you click the link in the email, a confirmation page will open with the message "Your details have been successfully submitted." If the online form remains on the page after you click on the 'Submit idea' button, there is still an error in the form. In this case, check all fields for error messages. If you close the form before the confirmation page appears, your submission will not be sent and your data will not be saved.

If you do not receive an email within 24 hours, please **contact the project coordinator at smart@science2public.com**. Your submission is only complete once you have clicked the confirmation link and received a second email containing the details of your submission.

Please check your details again to ensure they are correct. **If you notice any errors in your submission, please report them by 12:00 noon on 19 May 2026 at the latest**. Corrections can still be made up until this time. Once the deadline has passed, no further changes can be made to the project application.

We look forward to hearing your ideas for building digital bridges in Halle-Neustadt!

Contact

Mona Tennert

Project coordination Smart City

smart@science2public.com

+49 (0) 345 78 28 24 12

The competition is being held as part of the Smart HaNeu initiative within the City of Halle (Saale)'s Smart City project and is being organised by the partner organisation science2public e.V.

gefördert durch:

