

10/12/2025

## National Policy Labs Q&A

### Introduction

This Q&A document has been prepared to support applicants in understanding the requirements, procedures, and expectations of the **National Policy Labs Call for BEDA Member Applications**. It complements the official call text and aims to clarify the most common questions that applicants may have while preparing their submissions.

The content of this Q&A will be **regularly updated** throughout the duration of the call, with the latest version being published **10** days prior to the call deadline, by max. All questions received by the MADres Secretariat —whether through email, or during the Info Session— will be reviewed, and the answers will be incorporated into this document to ensure transparent and equal access to information for all applicants.

Applicants are therefore encouraged to **consult the Q&A frequently**, particularly in the days leading up to the closure of the call, to ensure they have the most up-to-date guidance.

**Link to the application form:** [Call for National Design Policy Labs](#)

Please read the call first.

#### ADDRESS

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## 1. General Questions

### Q1.1 What is the purpose of the National Policy Labs Call?

**Answer:** The call supports BEDA members in establishing four National Policy Labs—one in each macro-region of Europe—with the goal of testing the Living Design Policy Framework Materials (LDPFM) in national contexts and providing insights that will refine the Living Design Policy Framework (LDPF) at European level.

### Q1.2 What is a National Policy Lab (NPL)?

**Answer:** An NPL is a national platform that convenes policymakers, public authorities, designers, researchers, and societal stakeholders to examine how design can be integrated into public policy through two structured workshops and the co-creation of a National Design Policy Umbrella.

### Q1.3 How many Labs will be funded?

**Answer:** A total of **four Labs** will be selected, one per macro-region (North, South, East, West).

### Q1.4 How long is the implementation period?

**Answer:** Each National Policy Lab runs for **17 months**, from May 2026 to September 2027.

### Q1.5 What is the role of the LDPF Materials?

**Answer:** NPLs must use the Living Design Policy Framework Materials exactly as provided, unless instructed otherwise, to ensure methodological consistency across countries.

## 2. Eligibility

### Q2.1 Who is eligible to apply?

**Answer:** Eligible applicants include legal entities such as public bodies, universities, research organisations, design councils, NGOs, and professional associations that are **official BEDA members** at the time of application and are situated in Creative Europe eligible countries.

### Q2.2 Must applicants provide a Letter of Support?

**Answer:** Yes. Applicants must submit a Letter of Support from a national authority. It is mandatory at the time of application.

### Q2.3 Can a consortium apply?

**Answer:** Yes, national consortia are eligible. The **lead applicant must be a BEDA member**, and all consortium partners must provide Letters of Intent.

### Q2.4 Can an organisation submit more than one application?

**Answer:** No. Each organisation may submit or be part of **only one application**.

## 3. Application Process

### Q3.1 How must applications be submitted?

**Answer:** Applications must be submitted electronically via the official online form at [Call for National Design Policy Labs](#).

### Q3.2 What Information must be included in the application?

**Answer:** Applicants must submit:

- Completed application form
- Proposal narrative
- Letter of Support
- Letters of Intent (if consortium)
- Declaration of Honour
- Biography of Project Manager
- Supporting documentation such as surveys, reports, or previous work can be provided

### Q3.3 Can applications be modified after submission?

**Answer:** No. Once submitted, applications cannot be reopened or edited.

### Q3.4 Will applicants receive feedback?

**Answer:** Yes. Applicants will receive their evaluation scores and short comments during the results notification process.

## 4. Evaluation

### Q4.1 How are applications evaluated?

**Answer:** Applications undergo an eligibility check and are then evaluated by the MADres Core Team and Advisory Board. They are scored 1–5 across four criteria.

### Q4.2 What is the minimum required score?

**Answer:** Proposals must score at least 15 out of 20 and meet the individual threshold for each criterion.

### Q4.3 How does regional selection work?

**Answer:** Proposals are ranked within each macro-region. The top-ranked eligible application per region is selected for funding.

### Q4.4 How are ties resolved?

**Answer:** Tie-breakers are resolved by the MADres Advisory Board.

### Q4.5 Is there an appeals procedure?

**Answer:** Yes. Applicants may file an appeal for procedural shortcomings until 20 March 2026.

### Q4.6 Does diversity matter in evaluation?

**Answer:** Yes. One of the criteria (4 points) examines gender balance, inclusion, diversity, and representativeness in the applicant organisation and proposed team.

## 5. Activities & Deliverables

### Q5.1 What activities must National Policy Labs implement?

**Answer:** National Policy Labs must implement two national workshops using LDPFM, alongside pre-workshop research, stakeholder engagement, network integration, and documentation.

### Q5.2 What documentation is required for each workshop?

**Answer:** Each workshop requires:

- Preparation report
- Video recording
- Transcribed audio
- Photos
- Digitalised participant input
- Completed questionnaires
- Written documentation

### Q5.3 What are the European-level contributions?

**Answer:** Each Lab's Lead and Project Manager must participate in two to three MADres focus groups, contributing insights into the refinement of the LDPF.

### Q5.4 Are GDPR consents required?

**Answer:** Yes. GDPR-compliant consent forms must be secured from all NPL activities' participants.

## 6. Funding & Contracting

### Q6.1 What is the funding amount per Lab?

**Answer:** Each selected Lab receives a €34,000 lump-sum grant.

### Q6.2 How is the lump sum paid?

**Answer:** Payments occur as follows:

- 20% at contract signature
- 30% after Workshop 1
- 30% after Workshop 2
- 20% after the final report

### **Q6.3 Is financial reporting required?**

**Answer:** No. As a lump-sum grant, payments depend on deliverable acceptance rather than cost reporting.

### **Q6.4 Are travel and meeting costs allowed?**

**Answer:** Yes. These are included among eligible activities within the lump-sum scope.

### **Q6.5 Can the implementation period be extended?**

**Answer:** No. The 17-month period is fixed and cannot be extended.

## **7. Communication, Rights & Obligations**

### **Q7.1 Who owns the outputs created by the Labs?**

**Answer:** Labs retain ownership but must grant MADres the right to use outputs for related outcome synthesis, reporting, communication and dissemination.

### **Q7.2 Does MADres have communication rights over Labs' activities?**

**Answer:** Yes. MADres has prior communication rights and must approve dissemination material related to the Labs.

### **Q7.3 What visibility rules must Labs follow?**

**Answer:** Labs must comply with Creative Europe branding rules and MADres communication guidelines, which will be provided at contracting.

### **Q7.4 Can Labs disseminate outputs nationally?**

**Answer:** Yes, but only after coordination and approval from the MADres communication team.

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## Contact

For questions, please address the National Policy Lab call's secretariat:

Fleur Fisher & Dimitris Kaboukos: [npl@beda.org](mailto:npl@beda.org)

**We are looking forward to your application!**  
Join [#impactbydesign](#)

Link to the application form: [Call for National Design Policy Labs](#)

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