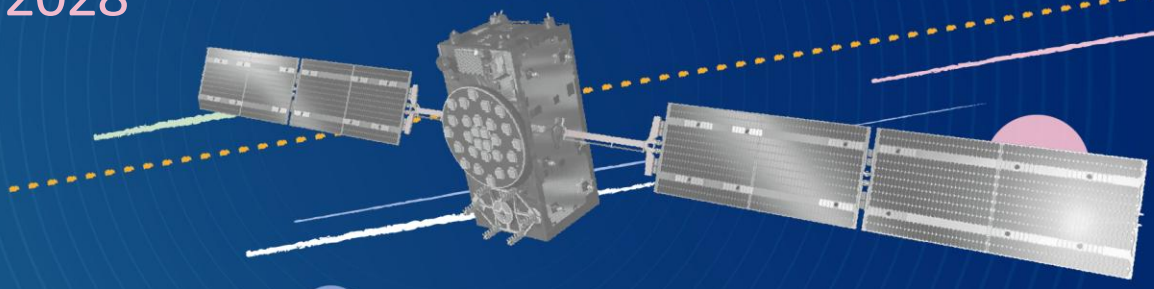
CASSINI #EUSpace
Space Camps

Application Guide for Local Organisers

CASSINI Space Camps 2027/ 2028



Application Guide

This guide provides organisations with the information needed to apply as Local Organisers for the 2nd edition of **CASSINI Space Camps**. It should be read together with the Application Template, Budget Template, Curricula Template and the required legal, team and declaration documents. The guide explains the scope of the call, the minimum requirements, the application process, the implementation expectations and the support available to selected Local Organisers.

Contents

Application Guide 2
CASSINI Space Camps 5
Open call for Local Organisers 5
Timeline for the 2nd edition of CASSINI Space Camps 6
Application process 8
Eligibility criteria 8
How to apply? 9
Evaluation criteria 12
Legal Requirements 12
Technical and Organisational Requirements 13
Evaluation process 14
Good to know 14
Space Camps Implementation 16
Planning & preparation 16
Communication & promotion 17
The Local Camp 17
Final Event 18
After the Local Camp 18
Local participants 19
Subject Matter Experts or 'Trainers' 20
Local partners and sponsors 20
Support for Local Organisers 22

Support package 22
Proposed budget 22
Communication and promotion services 23
Website & visual identity 23
Camp resources 23
Other topics 24
Local languages 24
Reporting 24
Data protection compliance 25
Local Organiser Agreement 26
FAQ - Frequently Asked Questions 27
Will the event include an overnight stay or only a daily programme? 27
When should the Space Camp take place? 27
How long should the Space Camp last? 27
Can I charge a fee for camp participants? 27
Who selects the camp participants? 27
Can we organise a local camp as a consortium? 27
Can a natural person organise a local camp? 27
Which costs can be covered by the proposed budget? 28
Should we include VAT in the budget? 28
Is co-funding from other sources required? 28
How much co-funding can we accept? 28
Do I need to look for sponsors? 28
Who are the ideal participants? 28
How old should participants be? 29
Can we accept participants from multiple countries? 29
Can we accept participants from all over the world? 29
How many participants and teams should a local camp have? 29
What should the final event include? 29
Do I need to set up dedicated social media channels for the local camp? 29
What outreach channels should Local Organisers use? 29

What are Local Organisers responsible for? 30
Contact us 30

CASSINI Space Camps

The CASSINI Space Camps are an educational action under the European Commission's CASSINI initiative, targeting students aged 14-18. The objective is to **spark interest in space-related subjects, STEM, New Space, entrepreneurship and future careers in the European space sector**. The initiative builds on the successful 2025 pilot edition and will be implemented in at least thirty-six (36) physical locations across EU Member States and countries associated to Horizon Europe[1] during the 2026-2028 programme period. Each local Space Camp does not need to take place simultaneously.

Novaspace coordinates the implementation of the CASSINI Space Camps action in the framework of the European Commission's CASSINI initiative and in coordination with the relevant EU bodies.

Open call for Local Organisers

With this call we are looking for organisations motivated to **become Local Organisers for the 2nd edition of CASSINI Space Camps**. Selected Local Organisers will be responsible for the local planning, preparation and implementation of residential Space Camps for students aged 14-18, in line with the CASSINI Space Camps framework and the requirements set out in the application documentation.

As a Local Organiser, you have the opportunity to host a local Space Camp within the CASSINI Space Camps framework. This allows you to engage with your local ecosystem, connect with educational institutions, industry, research organisations and public authorities, and contribute to building a pipeline of future European space talent and entrepreneurs.

[1] The full list of the 22 (twenty-two) Associated countries to Horizon Europe can be found at this link, under "Third countries associated with Horizon Europe".

Timeline for the 2nd edition of CASSINI Space Camps

The timeline for the 2nd edition of CASSINI Space Camps has been designed to align with **official school holiday periods**. Local Organisers are required to verify the official school holiday calendar applicable in the country and/or region where the Space Camp will take place and to propose suitable timeslots accordingly.

The proposed Space Camp dates must fall within official school holiday periods in the relevant country or region. This is essential to maximise participant availability and attendance, as the Space Camps target young people aged 14–18 who are enrolled in school.

The window for the local camps is June 2027 – February 2028.:

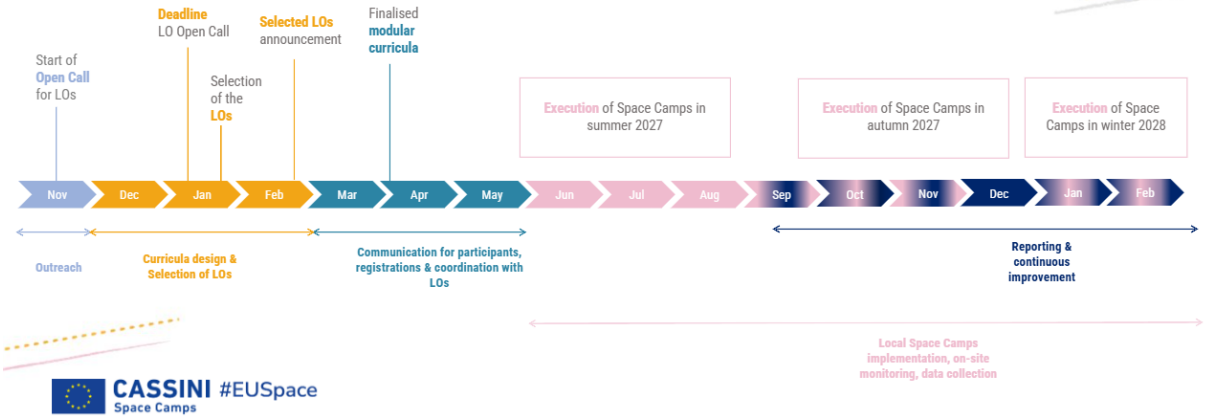
In your application, please clearly state why your proposed window best aligns with the official school holiday period in your country or region and how this would maximise participant attendance.

Applicants must provide proof of the relevant school holiday period in their application. This may include, for example, a link to an official government, ministry of education, regional authority or school calendar, or a screenshot/extract from such an official source.

Key dates to consider for the CASSINI Space Camps 2nd edition are as follows:

- 11 November 2026: Start open call for Local Organisers
- 11 November 2026: Information Webinar for potential Local Organisers
- 11 January 2026: Deadline open call for Local Organisers
- January-February 2027: Evaluation and selection of Local Organisers
  Followed by the official registration as subcontractors for selected Local Organisers

- March: Onboarding and start of coordination phase with Local Organisers
- April: Finalisation of local camp curricula and schedules
- TBD: Start promotion campaign and registrations for participants



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Application process

Eligibility criteria

Local Organisers must be a legal entity established in the territory of a Member State of the European Union or in one of the 22 (twenty-two) third countries associated to Horizon Europe[2]. **Only applications by applicants from eligible countries and fulfilling all legal requirements will be considered for evaluation**.

Applicants must have demonstrated experience in organising training programmes, camps, hackathons, innovation competitions, innovation support activities or similar programmes, preferably with students, young people or minors. Applicants must also have the organisational capability to host a residential Space Camp in their location and fulfil the technical, safety, insurance and documentation requirement.

Applicants must provide the following documents and evidence as part of the application package or, where specifically indicated, in a timely manner during the contracting and onboarding process:

- Legal Entity Form
- Proof of professional registration, such as an extract from a trade or professional register, certificate, or proof of membership of a specific organisation
- VAT registration proof or equivalent
- Completed and signed Declaration of Honour
- Completed and signed L4 - Statement of Absence of Professional Conflicting Interests
- Evidence of compliance with safety protocols, where available or required during contracting
- Evidence of insurance coverage for Space Camp participants, as required by relevant legislation, regulations or standard practices
- Evidence of compliance with all relevant national laws governing the hosting of minors

[2] The full list of the 22 (twenty-two) Associated countries to Horizon Europe can be found at this link, under "Third countries associated with Horizon Europe".

- Evidence of not being subject to, or associated with entities or employees and contractors subject to, EU sanctions[3]
- CVs and signed Declarations of Confidentiality and Absence of Conflict of Interest for all proposed team members

Please clearly indicate in the application whether you already have these documents and evidence in your possession.

How to apply?

If you want to become a Local Organiser for the CASSINI Space Camps, you must prepare and submit the following documents:

Please carefully review the document requirements below before submitting your application. To ensure a smooth and consistent evaluation process, **supporting documents must be uploaded in PDF format (.pdf) or Excel (.xlsx) format** (please check requirements) and follow the exact numbering, naming conventions, and order specified in the application form.

General Requirements

- **PDF and Excel format only:** All documents must be submitted as PDF or Excel (where specified) files. Other file formats will not be accepted.
- **Document naming:** Each file must include the required document number and use the **exact file name specified below**.
- **Document order:** Please follow the numbering and order of documents outlined in the application form.
- **File consolidation:** Where indicated, multiple individual documents must be merged into one single PDF file before uploading.
- **No additional documents:** Please upload only the documents explicitly requested in the application form. Do not submit additional files or supporting materials unless specifically instructed to do so.

[3] Evidence can be extracted from the following sources: **European dataset on EU financial sanctions** (The official European Commission-maintained database); **EU sanctions map** (that allows search by individual, group, or country to view specific restrictions - such as asset freezes, travel bans, etc.); **EDES database** (The Early Detection and Exclusion System (EDES) database covering entities and individuals excluded from receiving EU funding due to fraud, corruption, or professional misconduct).

Important: Document Naming and Submission

Please use the **exact document numbers and file names indicated in the application form**. Do not rename files, change their numbering, or upload individual CVs and DCOIs separately.

Before submitting, ensure that all required documents are complete, signed where needed with name, date, location. Documents must be correctly named, consolidated where necessary, and uploaded in the specified order.

Applications containing incomplete documents may be considered non-compliant with the submission requirements.

- Completed Application Template, submitted as PDF
- Completed Curricula Template, submitted as XLSX
- Completed Budget Template, submitted as XLSX

Further documentation required:

- Consolidated CV file for all proposed team members, submitted as PDF
- Consolidated signed Declarations of Confidentiality and Absence of Conflict of Interest (DCOI) for all proposed team members, submitted as PDF
- Completed Legal Entity Form, submitted as PDF
- Professional registration proof, submitted as PDF
- VAT registration proof or equivalent, submitted as PDF
- Completed and signed Declaration of Honour, submitted as PDF
- Completed and signed L4 - Statement of Absence of Professional Conflicting Interests, submitted as PDF
- Optional: letters of interest or support from partners, submitted as PDF

The required file names and formats are specified in the table below:

File Name	Format
1. Application Form_Your Organisation Name	PDF
2. Curricula_Your Organisation Name	XLSX

3. Budget_Your Organisation Name	XLSX
4. CV_Your Organisation Name	PDF
5. DCOI_Your Organisation Name	PDF
6. Declaration of Honour_Your Organisation Name	PDF
7. L4 - Statement of Absence of Professional Conflicting Interests_Your Organisation Name	PDF
8. Legal Entity Form_Your Organisation Name	PDF
9. Professional registration proof_Your Organisation Name	PDF
10. VAT registration proof_Your Organisation Name	PDF

The application document should keep the structure of the Application Template, including the section headings and tables provided. Applicants should answer all relevant sections and complete the tables where applicable. The guiding information, explanatory notes and instructions included in the template may be deleted from the final submitted version.

Your application document **must fit a maximum of 50 pages of length** and answer the questions in the template. You can provide additional information, if relevant for your application.

You must submit the application documents and any attachments through the form available at the link: https://cassini-space-camps.awardsplatform.com/

The application deadline for the CASSINI Space Camps is **Janaury 11, 2027 at 23:59 CET.**

Evaluation criteria

Your application will be evaluated based on four criteria:

- **Quality and innovativeness of the proposed approach and curriculum** tailored to the needs of the local ecosystem where the camp is carried out. (30%)
- **Experience and ability to deliver the programme in a pedagogical and engaging manner** with skilled trainers, experience in the topics of the curriculum, and experience in the use of space-based and/or ICT technologies (e.g. earth observation technologies, GIS, global positioning, AI, big data and data analytics). (30%)
- **The involvement of relevant partners** (e.g., municipalities, governmental institutions, universities, research centres, schools, companies active in various segments of the space sector, etc.) (20%)
- **The quality of the plan for outreach and promotion** of the Space Camp events, and the commitment on the number of participants. (20%)

Legal Requirements

The Local Organisers must meet the following legal requirements:

- Be a legal entity established in an EU Member State or in one of the Third Countries associated to Horizon Europe.
- Provide supporting evidence of legal establishment normally acceptable under the law of the country of establishment.
- Provide a completed Legal Entity Form, proof of professional registration and VAT registration proof or equivalent.
- Submit a completed and signed Declaration of Honour.
- The Declaration of Honour requires a Qualified Electronic Signature (QES) from the authorised representative. This is an electronic signature linked to a verified identity, using a qualified digital certificate and secure signing technology. A scanned signature or basic e-signature does not meet this requirement.
- Submit a completed and signed L4 - Statement of Absence of Professional Conflicting Interests.

- Not be subject to EU restrictive measures adopted under Article 29 TEU or Article 215 TFEU, including asset freezes or prohibitions on making funds or economic resources available.
- Not be in any exclusion situation described in the Declaration of Honour.
- Prove not being subject to, or associated with any entity, employee or contractor upon which EU or Member State sanctions and/or restrictions were imposed.
- Demonstrate compliance with all relevant national laws governing the hosting of minors, including accommodation, supervision, care and organised activities for participants under the age of 18.
- Ensure adequate insurance coverage for every participant of the CASSINI Space Camp.
- Ensure written parental or guardian consent for all participants under the age of 18.
- Comply with the applicable data protection instructions, templates and processes provided by the Coordinator.
- Sign the Local Organiser Agreement if selected.

Technical and Organisational Requirements

The Local Organisers must meet the following technical and organisational requirements:

- Have demonstrated experience in organising training programmes, camps, hackathons, innovation competitions, innovation support activities or similar programmes, preferably with students, young people or minors.
- Have the capacity to plan, prepare and implement the Space Camp throughout its full duration.
- Be able to organise the Space Camp logistically, including appropriate accommodation, supervision, care, catering, transport where relevant and all services required for a residential programme.
- Have access to a suitable physical venue that complies with applicable national and EU health and safety standards and offers the services and amenities needed for the programme.
- Have the tools and equipment required to deliver the curriculum and enable access to public data produced by EU Space Programme components.
- Have access to skilled trainers with experience in the curriculum topics, teaching younger audiences and using space-based and/or ICT technologies.
- Be able to conduct outreach and promotion, including through schools, associations, public authorities and relevant local communities.
- Ensure the 24/7 presence of a certified first aider throughout the full duration of the Space Camp.
- Take full responsibility for participant safety and wellbeing and put in place the necessary precautions for a smooth execution of the Space Camp. Serious issues

involving participant safety or wellbeing must be reported immediately to the Coordinator, who will inform the Contracting Authority without delay

Evaluation process

Your application must be submitted before the deadline and must be complete. Incomplete applications and those received after the deadline will not be accepted for evaluation. An evaluation board is set up to review and evaluate the application documents and score them according to the evaluation criteria and their associated weighting factors.

The Selection Board will ensure equal treatment of all applications, give preference to demonstrated abilities, avoid potential or existing conflicts of interest and take into account an even geographical spread across eligible countries, including the locations of past Space Camps.

For the 2nd edition of CASSINI Space Camps, the evaluation board will select Local Organisers based on their ranking, compliance with the requirements and the above rules. In the event of equal scores, the representatives on the evaluation board will make the final decision about which application will be selected.

After the selection of Local Organisers, the contact people mentioned on the application documents will be informed of the decision.

If you are not selected as a Local Organiser, you may request feedback from the Coordinator in a verbal debriefing.

If you are selected, the Coordinator will take steps to sign the necessary documents and start the onboarding process.

Good to know

When preparing your application, consider how the proposed camp can contribute to the development and strategic priorities of the host region.

We encourage applicants to **connect their proposal to existing regional initiatives, innovation ecosystems, and development strategies**. The aim is to demonstrate how the camp can create value beyond the event itself by strengthening local capabilities, fostering collaboration, and supporting long-term regional growth.

When developing your proposal, consider:

- **Regional priorities:** What are the region's strategic goals, and how could the camp contribute to achieving them?
- **Existing initiatives:** Are there regional innovation programmes, industry clusters, or development strategies that the camp could complement?
- **Local partnerships:** Could regional governments, universities, research institutions, or businesses support or benefit from the camp?
- **Regional impact:** How could the camp strengthen local expertise, attract talent, encourage innovation, or create new opportunities?
- **Long-term value:** How could the camp contribute to the region's development beyond the duration of the event?

Qualified Electronic Signature (QES): Signing Process for the Declaration of Honour

1. Download the Declaration of Honour template
2. Complete identity verification
3. Upload the final document to the provider's signing platform
4. Apply the Qualified Electronic Signature
5. Download and share the signed document
6. Upload the signed document to the application form

Other: Activities promoting or related to alcohol, tobacco, religion, politics, intolerance, violence, firearms, pornography, obscenity, gambling, or illegal drugs are explicitly excluded from this open call.

Space Camps Implementation

As a Local Organiser, you will be the anchor point for participants in their Space Camps journey. This section provides a conceptual example of the Space Camp concept. This should provide you with sufficient detail to formulate your application.

Planning & preparation

After selection, the Coordinator will issue the Local Organiser Agreement and onboard the selected Local Organisers. An introduction meeting will be held to align all Local Organisers. Local Organisers will also receive access to relevant platforms, templates and tools through which the programme may be coordinated.

Following onboarding, Local Organisers start planning and preparing the Space Camp in their location. It is the responsibility of each Local Organiser to make all necessary arrangements to deliver a successful, safe and residential Space Camp. This includes, but is not limited to, the following activities:

- Engaging local facilitators & experts
- Engaging with local municipalities & governmental institutions
- Ensuring a comprehensive training curriculum covering the required training modules
- Event planning and preparation
- Contracting local suppliers
- Setting up the local infrastructure
- Involving relevant partners from the local ecosystem
- Participant Engagement & Outreach
- Participant Selection & Registration
- Integration with CASSINI Space Camps
- Parental/ Legal Guardian Consent, Safety & Compliance
- Coordination & Reporting
- Data Protection & Legal Compliance

Local Organisers are expected to join regular coordination calls with the Coordinator and other Local Organisers. These calls are intended to share information, provide training on platforms, tools, communication, promotion, legal guidelines and reporting, and provide space for questions and feedback. The frequency and duration of the calls will be confirmed during onboarding.

Communication & promotion

The next milestone is the start of the **communication and promotion activities**. The promotion activities for participants should begin around the beginning/ middle of April 2027. With the start of the campaign, registrations for the local camps will open through the **agreed central process**. Local Organisers should have the key content for the website prepared by this date, including venue information, camp dates, activities and partner information where available.

Local Organisers are responsible for attracting suitable participants for their camp location. They should run a communication and promotion campaign targeting selected groups in their local ecosystem. The Coordinator will support communication and promotion efforts by providing guidance, visual identity materials and central communication assets. Your proposal should outline **specific actions for engaging potential participants, including schools, teachers, parents or guardians, associations, public authorities and relevant communities**, while ensuring a fair and unbiased participant selection process.

The Local Camp

Each local camp will take place during the **summer period of 2027 or winter period of 2028** and must last **between 7 and 10 days**. The Space Camp must be delivered **in person** and provide an immersive residential learning experience for **students aged 14-18**. Local Organisers choose the specific camp duration and dates, keeping in mind the availability of the target group and **local school holiday periods**.

- Timeslots summer 2027: **June, July, and August 2027**
- Timeslots winter 2028: **January, February 2028**

The principle guiding your application is to use the **Training Guideline**s to design your own camp. Leverage existing or acquired resources, partnerships, materials and infrastructure to cover all mandatory aspects of the camp and complement them with optional local elements. Flexibility is key, enabling Local Organisers to create a camp that reflects their local context while remaining aligned with the **common CASSINI Space Camps framework**.

In the Application Template and Curricula Template, please explain how you would structure the schedule for your camp location within the Training Guidelines. Please indicate how you would spread training modules, sub-modules, leisure activities, practical activities and final-event preparation across the camp duration.

The Training Guidelines comprise **seven training areas** leading to the final event:

1. Introduction to the space industry - structure, specificities and capabilities
2. Use of space on Earth and practical use cases
3. Introduction to entrepreneurship for innovation-driven enterprises
4. Introduction to the EU Space Programme components
5. The emerging New Space industry
6. History and future of space exploration
7. Imagining a career in space

Please read the **CASSINI Space Camps Training Guidelines** to learn about these modules in more detail. Each training module is connected to learning objectives and proposed learning methods. You may propose additional **learning methods** and describe the approach you would take to deliver each lesson, as well as the materials and facilities you would leverage. You may also combine different sub-modules into one activity where appropriate, provided that the connection to the required learning objectives is clear.

In the **Application Template, please describe your overall curriculum approach and ensure it is consistent with the detailed Curricula Template** submitted as part of your application.

At a later stage, selected Local Organisers will receive guidelines on the visual identity, branded templates and associated visuals. This will enable you to apply the visual identity consistently across all materials used for the camp.

Final Event

A **dynamic concluding event** should take place on the last day of the local camp. During the **final 2-3 days of the camp**, participants should work in teams to **develop space-based solutions addressing real-world or hypothetical challenges**. The final event may take the form of a space ideation sprint, hackathon-style challenge or pitching competition. It should encourage teamwork, storytelling, creativity and equal participation opportunities for all teams. Families, local stakeholders and representatives of the local space ecosystem may be invited to attend, and the event should be followed by a diploma or award ceremony. Please describe the approach and facilities you would use for this final event.

After the Local Camp

Following the completion of the Local Camp, Local Organisers will be required to **submit a final report** detailing the event implementation, participant engagement and overall results. This report should include **key metrics** such as attendance figures and feedback from trainers and participants. It should also include an evaluation of the curriculum delivery and any challenges encountered during implementation.

Local Organisers are expected to **document lessons learned and propose improvements** for future iterations of the programme. The report should highlight best practices, innovative approaches used and areas where additional support or modifications may be needed.

In addition to the final report, a Local Organiser **survey and a participant survey** will be carried out **at central level by the Coordinator**. Local Organisers are expected to support this process by informing participants, trainers and relevant staff about the surveys, facilitating their completion where appropriate, and encouraging timely responses. The participant survey will collect feedback directly from participants on their experience, learning outcomes and satisfaction with the Space Camp, while the Local Organiser survey will gather structured feedback on the implementation process, coordination, curriculum delivery and support received.

The Local Organiser must collaborate with the Coordinator to ensure that the gathered insights including the results of the central surveys where available, contribute to improving the CASSINI Space Camps initiative. The final report should be submitted within the **timeframe and template provided** by the Coordinator.

Local participants

Participants must register as individual, natural persons for a local camp location. They **must be in the 14-18 age group and either be citizens of an EU Member State or associated country, or hold permanent residency in an EU Member State or associated country**. They must also be enrolled in a school located in an EU Member State or associated country. All participants must be aged 14-18 on the first day of the Space Camp they are applying to. Each local Space Camp should host 20-35 active participants and should aim for a balanced participation profile, including at least 40% of participants identifying as female and at least 40% identifying as male, if the applicant pool allows.

The goal is to **attract committed participants** from different socioeconomic and cultural backgrounds. Before the camp, participants should have the opportunity to familiarise themselves with the learning topics. Once enrolled, participants will receive updates regarding training modules, activities, teasers and essential information before their arrival at the camp through the agreed communication channels.

Local Organisers should indicate how many participants they expect to host based on their capabilities and proposed venue and budget. Please explain this in your application. Each local camp must meet the participant range of 20-35 active participants.

Subject Matter Experts or 'Trainers'

Local Organisers must identify subject **matter experts and trainers** who can support the local adaptation and delivery of the curriculum based on the Training Guidelines. The identified experts, trainers and educational partners should support the practical implementation of the curriculum and the final event.

Applicants should provide a clear overview of the proposed trainers and experts they may use for the delivery of camp content and explain how these experts will help tailor the programme to the local context. It is the applicant's responsibility to demonstrate that the proposed experts are adequate to develop, schedule and deliver the training modules during the camp duration.

In the Application Template, include a short bio for any experts you mention, focusing on relevant experience with the curriculum topics, training younger audiences and activities similar to the CASSINI Space Camps.

Local partners and sponsors

We believe real innovation comes from collaboration across organisations. Therefore, we strongly encourage **Local Organisers to work with other organisations** from their local ecosystem.

It is up to the Local Organisers to gather the support of local partners that they believe are needed to run a high-quality local camp. We believe **partnerships from local municipalities, governmental institutions, academia and/ or industry are beneficial to the educational value** that the camps will bring to the participants. As a Local Organiser you can partner with organisations from your local ecosystem to contribute to the local space camps, organise visits to facilities, or invite external speakers to the camp. The involvement of these relevant partners and the potential alignment with regional or national priorities is a crucial part for the selection process.

Identify potential partners and stakeholders that will support the Local Camp. Explain how you will **leverage support from local ecosystem partners, including universities, research institutions, space agencies, schools, public authorities, youth organisations and industry representatives**. Outline existing agreements or planned collaborations, and clearly specify how partners will contribute to facilities, training, outreach, visits, mentoring or the final event.

These partners can have different roles or add value in different ways:

- **Academic Partners (Universities & Research Institutions)**: Can provide engaging guest lectures, interactive workshops, and access to labs or observatories to give participants a hands-on experience with space-related science and technology.
- **Local Municipalities & Governmental Institutions:** Can support Space Camps through funding, access to facilities and resources, and connections with local stakeholders, while helping align the camps with regional or national strategic priorities.
- **Space Industry Partners**: Companies and startups in the space sector can offer real-world insights, organise facility visits, sponsor hands-on challenges, or provide cool tech demos such as satellite models, VR experiences, or robotics.
- **National & Regional Space Agencies**: Can contribute expertise, offer inspiring talks by professionals working in the space sector, and provide educational materials or resources to enhance the learning experience.
- **Innovation Hubs & Science Centres**: Can host parts of the camp, organise space-themed activities, or provide equipment such as telescopes, satellite data access, or interactive exhibits.
- **STEM Outreach & Youth Organisations:** Non-profits, science museums, and local STEM initiatives can engage young participants through fun, hands-on activities, space-related experiments, and interactive learning.
- **Media & Communication Partners:** Can help document the camp experience through videos, photography, or social media, raising awareness and inspiring future participants.
- **Event & Venue Hosts**: Museums, universities, and innovation hubs with suitable facilities can provide spaces for workshops, outdoor activities, or hands-on experiments.
- **Sponsors & Supporters**: Companies or foundations may provide funding for participant scholarships, space-themed prizes, or camp materials such as merchandise, learning kits, or workshop supplies.
- **Local Role Models & Space Enthusiasts:** Astronauts, engineers, scientists, or young space entrepreneurs can serve as motivational speakers, providing inspiration and career insights to participants.

Please note that we require **one organisation to take the lead, as Local Organiser.**

Support for Local Organisers

The Coordinator supports selected Local Organisers in multiple ways.

Support package

Selected Local Organisers will receive a support package to help implement the local Space Camp. This includes implementation guidance, communication and promotion support, visual identity materials and financial support based on the approved Budget Template. The maximum budget ceiling is EUR 36,500 per Space Camp, VAT exclusive.

Applicants may propose a lower budget, in line with the proposed scope, quality, duration and participant experience for a residential Space Camp with 20-35 participants and a duration of 7-10 days. If organisers propose a shorter duration, fewer participants within the allowed range or a lower budget, this should be described in the application.

The proposed budget must be calculated using the provided Budget Template. The template is based on a fixed unit price per person-day for CASSINI Space Camps implementation staff. Applicants must not change the structure or formulas of the budget template.

Proposed budget

The proposed budget must be completed using the provided budget template and submitted in XLSX format. Applicants must keep the structure and formulas of the budget template unchanged.

Applicants are required to complete only the yellow input cells B7 and C7 in the budget template:

- Cell B7 – Fixed Unit Price (€): Applicants must indicate the proposed fixed unit price per person-day. The fixed unit price is VAT exclusive, all-inclusive and corresponds to one person working one full day, equivalent to 8 working hours. The proposed fixed unit price must not exceed €890 per person-day.
- Cell C7 – # of units: Applicants must indicate the proposed number of person-days required for the implementation of the CASSINI Space Camp.

The total amount will be calculated automatically in the template based on the fixed unit price and the number of units. The total budget must remain within the **maximum budget ceiling of €36,500 per Space Camp**. Applicants may propose a lower budget, in line with the proposed scope, quality, duration and participant experience for a residential Space Camp with **20–35**

participants and a **duration of 7–10 days**. **There is no itemised reimbursement** of individual expenses.

Proposed staff must have at least three years of experience in a similar field or task.

A screenshot of the completed budget template is sufficient for this section. The full budget template must also be uploaded separately in XLSX format.

The budget will be paid out to Local Organisers in two instalments. One-third of the budget will be paid out in advance pending approval of the interim report. The remaining two-thirds of the budget will be paid out after the event has concluded and the final report is approved.

Communication and promotion services

Local Organisers are expected to outline their approach to communication and promotion as part of their application, including a local marketing strategy and plan. **Based on the experience from last year's Space Camps, school and teacher outreach proved to be one of the main communication channels for reaching suitable participants. Local Organisers are therefore strongly encouraged to build on this approach and to include targeted outreach to schools, teachers and education networks in their local marketing strategy.** While the Coordinator will provide guidance and central materials during onboarding, Local Organisers remain responsible for outreach in their local ecosystem and for attracting the required number of suitable applicants.

Website & visual identity

The registration process for participants will be carried out centrally via the CASSINI website (https://www.cassini.eu/spacecamps/). Each Local Organiser has a dedicated section on the website containing information about their local camp, such as dates, location, language, venue, local partners and planned activities.

You will also receive guidelines on the visual identity, branded templates, and some associated visuals. This enables you to apply the visual identity across all material developed for the camp. The visual identity and core messages should be respected in all external communication for the camp location.

Camp resources

Local Organisers will receive the Training Guidelines as the basis for shaping their local curricula. They will also receive implementation guidance, visual identity materials and templates to support the organisation, communication and reporting of the local camp.

Other topics

Local languages

Each CASSINI Space Camp may be implemented in the local language, in English, or in a combination of both. Coordination with the Coordinator will be held in English.

Reporting

Local Organisers are required to **provide written reporting** on their activities, implementation progress, participant engagement and use of the approved budget. Information on the due dates and templates for each report will be provided during the coordination phase with the Coordinator. Local Organisers are expected to provide an interim update during preparation and a final report after the local Space Camp. Additional short updates may be requested through the regular coordination process.

The **interim update** is a forward-looking report that should provide an overview of preparation activities, outreach progress, logistics, curriculum planning, risks and any support needs.

The **final report** is a backward-looking report to be provided after the local Space Camp. It should contain an overview of activities, participant numbers, curriculum delivery, feedback, lessons learned, proof that the event took place and suggestions for improvement. Any photographic evidence must respect privacy and must not reveal the identity of minors unless the appropriate permissions are in place.

Data protection compliance

The CASSINI Space Camps are an initiative of the European Union and therefore require strict compliance with applicable EU data protection rules, including GDPR and, where applicable, Regulation (EU) 2018/1725 for EU institutions and bodies.

As a Local Organiser for the CASSINI Space Camps, you will handle personal data, including information about participants, many of whom may be minors. You must follow the data protection instructions, templates and approved processes provided by the Coordinator.

The Contracting Authority and the Coordinator will define the approved purposes, instructions, privacy notices and data protection records. Local Organisers may only process personal data for approved purposes related to the organisation and implementation of the CASSINI Space Camps.

Local Organisers must implement appropriate technical and organisational security measures to prevent unauthorised access, loss or data breaches. Any personnel involved in handling personal data must be aware of and comply with the applicable data protection obligations.

Given that many participants will be minors, additional legal safeguards may be required. If local laws impose additional obligations for handling minor data, the Local Organiser must inform the Coordinator and implement the necessary compliance measures.

Participants or their legal guardians have the right to access, correct or delete their data. If you receive any data access request, you must immediately notify the Coordinator and assist in responding appropriately.

Local Organisers must not collect additional personal data outside the approved process. At the end of the project, they must return or securely delete personal data in line with the Coordinator's instructions, unless retention is legally required. Subcontracting data processing to third parties is not permitted unless explicitly approved and covered by the relevant safeguards.

As Local Organiser, you commit to ensuring data privacy, security and compliance with applicable data protection requirements. Failure to adhere to these requirements may lead to contract termination and potential legal consequences.

Local Organiser Agreement

The Local Organiser Agreement for the CASSINI Space Campsoutlines the terms and conditions between the Contractor and a Local Organiser responsible for implementing and hosting a local Space Camp as part of the overall CASSINI Space Camps initiative.

The document defines the framework for Local Organisers to successfully implement their respective Space Camps while ensuring compliance with the Coordinator's guidelines, financial transparency, participant safety, data protection and reporting requirements.

After successful selection, the Agreement must be signed by the Contractor and the Local Organiser before the start of implementation activities.

FAQ - Frequently Asked Questions

Will the event include an overnight stay or only a daily programme?

All local camps must be physical, in-person and residential Space Camps with overnight stay. The programme must provide an immersive learning experience for students aged 14–18, with appropriate accommodation, supervision, care, catering, safety arrangements and logistical support throughout the full duration of the camp.

When should the Space Camp take place?

The Space Camp should take place within the approved project timeframe and must align with the official school holiday period in the country where the camp is organised. Applicants should provide evidence that the proposed dates fall within the official school holiday period.

How long should the Space Camp last?

Each local Space Camp must last between 7 and 10 days, including arrival and departure days. Preparatory activities, information webinars or similar pre-camp activities are not counted as part of the 7–10 day camp duration.

Can I charge a fee for camp participants?

No. The CASSINI Space Camps are free of charge for participants. However, participants are responsible for organising and covering their own transfer to the camp location, unless communicated otherwise through the official participant information.

Who selects the camp participants?

Participant registration and selection will follow the agreed central enrolment process, supported by the Local Organiser. The eligibility check and participant selection process must be fair, transparent and unbiased, and will be coordinated with the Coordinator.

Can we organise a local camp as a consortium?

Yes. Local Organisers may involve partners from academia, industry, schools, public authorities, youth organisations, research centres, companies, venues or other relevant local ecosystem actors. Partners may contribute to training, mentoring, expert talks, visits, outreach, facilities, equipment or in-kind support.

However, only one organisation will act as the Local Organiser and will be responsible for the local planning, preparation and implementation of the Space Camp. This organisation will be the main point of contact and the recipient of the support package.

Can a natural person organise a local camp?

The current application process is designed for organisations with the legal, technical, organisational and financial capacity to implement a residential Space Camp for minors.

Applicants must be able to provide the required legal, administrative, VAT or equivalent documentation, insurance coverage, safety arrangements and operational capacity. Natural persons should therefore only apply if they are eligible and able to fulfil all applicable contracting, legal, financial, safety, insurance and operational requirements.

Which costs can be covered by the proposed budget?

The proposed budget is not an itemised reimbursement of individual cost categories. It is based on a fixed unit price per person-day for implementation staff. Applicants must use the Budget Template.

The fixed unit price must not exceed EUR 890 per person-day, and the total proposed budget must not exceed EUR 36,500 per Space Camp. The proposed budget should be sufficient to implement the full residential Space Camp, including the necessary local planning, preparation, coordination, delivery and follow-up activities.

Should we include VAT in the budget?

No. The proposed budget must be VAT exclusive. The fixed unit price and total budget entered in the Budget Template should not include VAT.

Is co-funding from other sources required?

No. Co-funding is not required. Local Organisers may work with partners that provide in-kind or cash contributions, provided that the local camp remains aligned with the CASSINI Space Camps concept, visual identity, public-interest character and applicable rules.

How much co-funding can we accept?

No fixed limit is imposed. However, any co-funding, sponsorship or partner contribution must remain compatible with the CASSINI Space Camps objectives, excluded-activities rules, visual identity requirements and the overall public-interest character of the initiative.

Do I need to look for sponsors?

No. Sponsors are not required. However, relevant in-kind contributions from local partners, such as venue support, expert talks, company visits, access to facilities, equipment, materials or outreach support, can strengthen the local camp concept.

Who are the ideal participants?

The CASSINI Space Camps are open to students aged 14–18 who are citizens of an EU Member State or a country associated to Horizon Europe, or who hold permanent residency in an EU Member State or associated country, and who are enrolled in a school located in an EU Member State or associated country.

Ideal participants are curious, motivated and interested in space, STEM, entrepreneurship, innovation, the use of space-based data and technologies on Earth, or future careers in the

space sector. The Space Camps are intended not only for future engineers or scientists, but also for young people interested in business, entrepreneurship, policy, sustainability, data, innovation and the wider European space ecosystem.

How old should participants be?

Participants must be aged 14–18 on the first day of the Space Camp they are applying to.

Can we accept participants from multiple countries?

Yes. Participants from any EU Member State or country associated to Horizon Europe may participate if they meet the eligibility requirements. Local Organisers should nevertheless ensure that their outreach approach is realistic for the selected location, language, residential setup and available supervision arrangements.

Can we accept participants from all over the world?

No. Participants must meet the eligibility requirements relating to citizenship or permanent residency in an EU Member State or associated country, and school enrolment in an EU Member State or associated country.

How many participants and teams should a local camp have?

Each local camp must host 20–35 active participants. Local Organisers should aim for a balanced and inclusive participant group, including gender balance and, where possible, a reasonable balance across the eligible age range.

What should the final event include?

Each Space Camp should conclude with an engaging final team-based project, such as an ideathon, hackathon or pitching event. Participants should use the knowledge and skills gained during the camp to develop ideas for space-based solutions and present them in teams. The final event may involve families, local experts, jury members or representatives from the local space ecosystem and should be followed by a diploma or award ceremony.

Do I need to set up dedicated social media channels for the local camp?

No. Local Organisers should not set up new dedicated social media channels for the local camp unless agreed with the Coordinator. Instead, they should use their existing channels and the official CASSINI Space Camps visual identity, assets and hashtags.

What outreach channels should Local Organisers use?

Local Organisers are responsible for outreach in their local ecosystem and for attracting a sufficient number of suitable applicants. Outreach should be realistic, inclusive and adapted to the local context. Relevant channels may include schools, teachers, parents, youth organisations, associations, public authorities, universities, science centres, space ecosystem actors and existing communication channels.

Based on previous experience, school and teacher outreach is strongly recommended and should be considered one of the main outreach channels.

What are Local Organisers responsible for?

Local Organisers are responsible for the local planning, preparation, implementation and follow-up of the Space Camp, based on the common CASSINI Space Camps framework, curriculum and guidance provided. This includes the local programme setup, logistics, accommodation, supervision, catering, safety, insurance, health and emergency procedures, outreach, local curriculum adaptation, participant support and reporting.

Local Organisers must also ensure compliance with all relevant national laws governing the hosting of minors, including requirements related to accommodation, supervision, care and organised activities for participants under the age of 18.

Contact us

For more information or any questions about the open call for Local Organisers, send us an email at hello@spacecamps.cassini.eu.