

# Terms of Participation

A general guideline of cooperation for the Inclusion Lab 2021

# Eligibility of participating organisations

The Inclusion Lab is open to organisations and collectives that fulfil the following criteria:

- Legal status: **Non-Profit organisation**
- **Located in** one of the following countries:  
ALB, AT, BiH, CZ, HR, HU, MAC, MD, MNE, KOS, RO, SK, SLO, SRB.
- Ability to **investments** the following during the Inclusion Lab:
  - Investment of staff participating:
    - 2 dedicated persons for 30% (1,5 days / week) over 6 months
    - 2 dedicated persons participating in the workshops & bootcamps
  - Time investment of higher management to stay involved and take strategic decisions, as this increases the probability of success and continuity of the project
  - Payment of participation fee of EUR 8.500,- (excl. VAT)\*
  - Coverage of cost of accommodation to participate in the workshops in Vienna\*
- **Willingness to develop the digital prototype beyond the programme**, if it is valued as relevant and impactful.
- **Giving back – component**: Willingness to invest 2 days/year for a period of 3 years for updates on the developed solution, sharing your experiences with new participants, etc.

\*There are scholarships and funding opportunities available. Please contact us directly: [hello@two-next.com](mailto:hello@two-next.com)

# Eligibility of participating NPO-collectives

- The collective should be formed prior to filling in the application form for the Inclusion Lab 2021.
- All members of the collective must be located in one of the following countries:  
ALB, AT, BiH, CZ, HR, HU, MAC, MD, MNE, KOS, RO, SK, SLO, SRB
- The application form should be filled in by **one organisation**, which will be in the **lead** throughout the programme, overseeing the coordination of the collective and distribution of resources during the Inclusion Lab 2021.
- You must submit a signed confirmation of cooperation for the duration of the Inclusion Lab 2021.

Before applying for the Inclusion Lab 2021, please reach out to us at: [hello@two-next.com](mailto:hello@two-next.com)

# Eligibility of dedicated participants

## **Mindset and Time investment**

- Open to new processes and methods
- Flexible, curious and creative
- Willingness to use new digital tools
- Possibility to invest 2 days/week to participate in the Inclusion Lab

## **Necessary Skills**

- B2 level of English (based on self assessment)
- Basic IT skills (MS Office, Slack, Zoom)

## **Ideal constellation of participants/organisation: 2 persons (up to 4 persons/organisation possible)**

- Experience with topic of the use-case and direct access to the target group (min. 1 participant)
- Experience/interest in innovation management, agile project management, development of digital tools (min. 1 participant)
- Suggested: An additional person with access to the target group and a intern/trainee to assist with data collection and management.

**Availability of all participants of a NPO to attend the workshops over Zoom or in Vienna (with prior notice).**

# Eligibility of problem to tackle

## Essential criteria

- The problem identified is a social issue closely linked to financial inclusion, literacy or capability
- The potential target group(s) can be identified as vulnerable communities; they are the centre of our attention in the Inclusion Lab
- There is potential or belief that digitalization can add value to a solution tackling the problem
- The problem should be highly relevant for the NPO and its participating representatives
- The NPO has direct access to the vulnerable community (in order to conduct user tests!)

## Nice-to-Have

- Prior research (pre-studies) on the topic
- Analyses of market and competition for solutions tackling similar problems

**The more specific a topic/problem is, the higher is the probability of success**

# Our basic rules of cooperation

## **What we expect from our participants:**

- You take ownership of your project and your learning journey
- You have the drive to work on your project independently
- You take the role of an ambassador for digitalization and Inclusion within your organisation and transfer knowledge gained throughout the programme
- You actively participate in all events during the programme
- You are willing to connect and network with people from other organisations and support each other during the programme and beyond

## **What you can expect from Two Next:**

- A safe space and framework within the programme
- A combination of theoretical knowledge and practical applicability in the fields of innovation, agile coaching and digital development of solutions
- The necessary resources to advance the digital development of your prototype
- Support by coaching, giving feedback and networks throughout the programme

# Investment

## Investment by Two Next

- Standardized process with tailored guidance
- Learning materials, cost of the Inclusion Lab (workshops, coaching, digital development by designers & developers, quality assurances)
- 17 workshop days and intense support of the project teams in interim periods
- Resources for the development of a digital prototype
- Total investment per organisation roughly EUR 85.000.-

## Investment by participating non-profit organisations

- Participating persons: min. 2 persons with 1.5 days / week (+workshops / bootcamps) (possibility to include up to 5 persons for educational reasons)
- Participation fee of EUR 8.500 per organisation\*

\* Market value: EUR 150,000-200,000/organisation. The fee is no exclusion criteria. Please contact us if your organisation cannot afford the participation fee in order to find a solution such as, funding calls of national agencies, etc. If you are an organisation located in CEE, you can contact us for a scholarship.

# What else should you know?

- We recommend **getting in touch with us before you apply** to the programme, in order to clarify open questions related to the programme and the topic/problem that you wish to handle.
- From our experience, we would like to highlight three crucial factors for successful participation in our programme:
  - The topic must be relevant to the organisation and its beneficiaries.
  - The project must embody the philosophy of the organisation by involvement of the top management
  - There has to be a clear investment commitment of staff resources, as the programme is challenging.
- If selected, we will contact you and provide more information and documentation that comprises of:
  - Written agreement on the terms of participation
  - Invoice for the participation fee
  - User agreement for the digital prototype (i.e. an agreement stating that each party is able to further develop the digital prototype independent of the other party).
  - Information form to be filled in by the participants from the NPO.

Link to the application form: <https://app.involve.me/twonext/inclusionlab2021>