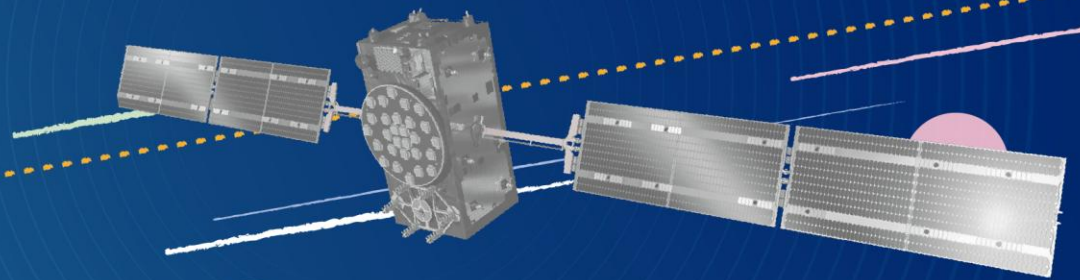




CASSINI #EUSpace
Space Camps

Application Guide for Local Organisers

CASSINI Space Camps 2025





Application Guide

This guide is intended to provide you with all the information you need for applying to the open call for Local Organisers for the CASSINI Space Camps 2025.

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CASSINI Space Camps

The CASSINI Space Camps 2025 initiative is the pilot deployment of an annual entrepreneurship action of the European Commission and EUSPA, targeting high school students (aged 14-18). The objective is to raise their awareness on the possibilities of space entrepreneurship and ultimately help them pursue a career in the space sector. The initiative consists of one CASSINI Space Camp event in 2025 taking place in up to ten physical locations in different EU Member States. Each physical location is not required to take place simultaneously.

[Novaspace](#) is the main contractor implementing the CASSINI Space Camps initiative on behalf of the European Union Agency for the Space Programme (EUSPA).

Open call for Local Organisers

With this call we are looking for partners who are motivated to become Local Organisers and launch together the pilot of an educational camp that will inspire the next generation of space entrepreneurs. Our Local Organisers implement the event on a local level, executing the space camps concept across the EU.

As a Local Organiser you have the opportunity to host a camp location within the framework of the CASSINI Space Camps. This allows you to engage with your local ecosystem to create a pipeline of talent for future space entrepreneurs. In addition, you will be able to expand your network, by connecting with local educational institutions and industry, that helps you position your organisation in the leading space entrepreneurship ecosystem.



Timeline for the CASSINI Space Camps 2025

The date range for the CASSINI Space Camps stated below is tentative and can be subject to change.

Key dates to consider for the CASSINI Space Camps:

- 3 February 2025: Start open call for Local Organisers
- 28 February 2025: Deadline open call for Local Organisers
- 28 February 2025 – 30 March 2025: Evaluation and selection of Local Organisers
- 30 March 2025: Onboarding and start preparation phase
- 15 April 2025: Start promotion campaign and registrations for participants
- 25 May: Finalisation of local camp curricula and schedules
- 20 June 2025: Final Date for Participant Registration
- From June to August 2025: Space Camps Timeslot (Local Organisers choose a camp period flexibly within this date range to implement the camp)



Application process

Eligibility criteria

Local Organisers must be a legal entity established in the territory of a Member State of the European Union. Only applications by applicants from eligible countries will be considered for evaluation.

Applicants must have demonstrated experience with youth and/or have experience in running summer schools or camps and/or space training programmes. Applicants must also have the organisational capability to host a Space Camp in their location, fulfilling technical and organisational requirements.

Upon receiving your application, and should we decide to proceed with your organisation's candidacy as a Local Organiser, you will be required to provide the following documents in a timely manner to verify your organisation's eligibility:

- Legal Entity Form
- Extract of the inclusion in a trade or professional register, or certificate, membership of a specific organisation.
- Express authorisation or entry in the VAT register
- Completed Declaration(s) of Honour
- Conform compliance with 'Absence of conflicting professional interests that may negatively impact the performance of the Contract' by submitting an authorised representative statement

How to apply?

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

- An application document based on the application template for Local Organisers
- A budget based on the budget template for Local Organisers
- A training modules and curricula document, based on the template provided

Your application document should be brief and answer the questions in the template. You can provide additional information, if relevant for your application. But please, do not write a lengthy document.



You must submit the application documents and any attachments through the form available at the link: <https://www.cassini.eu/spacecamps/form/organiser-application-form>

The application deadline for the CASSINI Space Camps is **February 28, 2025 at 23:59 CEST**.

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 contributing partners (e.g. universities, research centres, schools, companies active in various segments e.g. earth observation, GIS, data analytics, internet services, satellite navigation, communications, 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%)

Technical and Organisational Requirements

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

- The need for ensuring adequate insurance coverage for every participant of the CASSINI Space Camps
- Ensuring the ability to organise the local events logistically, including to ensure the safety of participants (safety protocols).
- The capability of the organisers to implement appropriate data protection measures, particularly considering the need to collect and process personal data of minors;
- The capability of the organisers to host participants in an appropriate physical location with all the services needed for their work.
- The availability of tools to deliver the curriculum and facilitate access to Copernicus and/or EGNOS/Galileo data.
- Access to skilled trainers with experience in the topics of the curriculum and experience in the use of space-based and/or ICT technologies.



- The capability of the organiser to conduct outreach and promotion activities under their own responsibility, as well as with the support of the contractor's plan for communication and promotion.
- The capability of the organiser to tap into the appropriate communities (e.g. schools, associations, public authorities) to reach out to a wide range of potential participants.
- The participation in each Space Camp shall be limited to 35 participants. The registration process for the participants in all Space Camps shall be conducted through the dedicated web page for CASSINI Space Camp.

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 evaluation board will ensure a geographic spread across the eligible countries, with a **maximum of one Local Organiser from the same country** that can be selected for the CASSINI Space Camps event.

The evaluation board will select **up to 10 Local Organisers** based on their ranking and the above rules. Applications should have a **minimum score of 60% to be selected**. In case that Local Organisers receive the same score, 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. While the process is usually shorter, this can take up to one month after the closing date of the call.

In case you are not selected as a Local Organiser, you can ask the core team for feedback on why your application was not selected in a verbal debriefing.

In case you are selected, the core team will take steps to sign the necessary documents and start the onboarding process.

Good to know

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 core team will extend Local Organiser agreements and onboard the Local Organisers. An introduction meeting will be held to align all Local Organisers. Local Organisers will also receive access to any platforms and tools through which the event may be run in this period.

Following onboarding, Local Organisers start planning and preparing the Space Camps in their location. It is up to Local Organisers to make all necessary arrangements to produce a successful local camp. This includes but is not limited to the following activities:

- Engaging local facilitators and experts
- 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
- Safety & Compliance
- Coordination & Reporting
- Data Protection & Legal Compliance

Local Organisers are expected to join the weekly coordination calls with the core team and all other Local Organisers. These calls are intended to share information, provide training (on the platforms & tools, communication & promotion, legal guidelines etc.) and for questions and feedback. Weekly calls will run from the week after the selection communication until the beginning of the camp period. Training and coordination calls will be about 1 hour long, other calls may as well be shorter.

Communication & promotion

The next milestone is the start of the communication and promotion activities. The promotion activities should begin around the middle of April 2025. With the start of the campaign, the



registrations for the local camps will open. Local Organisers should have the key content for the website prepared by this date (venue, sponsors, activities, etc.).

Local Organisers are responsible for attracting high-quality participants for their camp location. Therefore, they should run a communication and promotion campaign to selected target groups in their local ecosystem. The core team will work closely with Local Organisers to support their communication and promotion efforts by providing help on a local marketing strategy and plan. Describe your strategy for attracting high-quality participants. Outline your promotional approach, including engagement with schools, associations, and public authorities, to ensure broad awareness of the opportunity and drive applications through targeted communication efforts. Your proposal should include specific actions for engaging with potential participants and ensuring a fair and unbiased selection process.

The Local Camp

The camp itself will take place over the summer period of 2025, lasting between 5 to 10 days. It is up to the Local Organisers to choose a specific camp duration, keeping in mind the availability of the target group (ideally the local camps are hosted during the national summer holiday period).

- CASSINI Space Camps Timeslot: **June to August 2025.**

The principle guiding your application is to use the [training guideline](#) to **design your own camp**. Leverage existing or acquired resources, partnerships, materials and infrastructure to cover all mandatory aspects of the camp and complement with optional ones. Flexibility is the key in this process, enabling Local Organisers to leverage their resources to create a camp that truly reflects their local context.

We are interested to learn from your application how you would like to fill in the schedule for your camp location within the provided training guideline. In the provided template, please fill in how you would spread the training module lessons and leisure activities across the camp duration, as well as other activities you have in mind.

The Training Guidelines comprise of six training modules:

1. **Introduction to the Space Industry**
2. **Space-for-Earth**
3. **Entrepreneurship for Space Solutions**
4. **Career Guide to Space**
5. **Space Exploration**
6. **Space-for-All**



Please read '**CASSINI Space Camps Training Guidelines**' to learn about these modules better. Each training module is connected to a set of learning objectives and proposed learning methods. You can propose new learning methods and describe qualitatively what is the approach you would take to deliver this lesson, as well as materials/ facilities you would leverage. You are welcome to mention if you have carried out activities with similar learning objectives in the past. You have the possibility of combining different submodules into one activity. Please indicate if there are such cases in your proposed curriculum. Describe here the activity (e.g. Visit at X University) and mention the submodules covered by the activity.

In the Application Template, please comment descriptively on your proposed approach and reflect on your submitted curriculum schedule through the provided template.

At a later stage, you will also receive guidelines on the visual identity, branded templates, and some associated visuals. This will enable you to apply the visual identity across all material used for the camp.

Final Event

A dynamic concluding event should take place in the last day of the local camp. During the camp duration, participants will have the opportunity to learn about entrepreneurship and develop a solution in teams. The final event shall be in the form of a pitching contest for real-life space challenges, concluding the downstream space entrepreneurship project-based activities done throughout the camp duration. It should include a diploma award ceremony to emphasise the competitive factor of the event. Please describe your approach and facilities that you would utilise for this final event.

After the Local Camp

Following the completion of the Local Camp, Local Organisers will be required to submit a comprehensive report detailing the event's execution, participant engagement, and overall success. This report should include key metrics such as attendance figures, participant demographics, and feedback from both trainers and participants. Additionally, organisers should provide an evaluation of the training curriculum's effectiveness 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.



Furthermore, the Local Organiser must collaborate with the Coordinator to ensure that the gathered insights contribute to refining and scaling the CASSINI Space Camps initiative. The final report should be submitted within a specified timeframe post-event, following a structured reporting template provided by the Coordinator.

Local participants

Participants must register as individual, natural persons for a local camp location. They must be between the 14-18 age range and must be enrolled in a school based in an EU Member State. Participants may enrol to a local implementation of the CASSINI Space Camps of their choice.

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 be added to a newsletter and communication platform where they will receive updates regarding training modules, activities, teasers, and essential information before their arrival at the camp.

Local Organisers should indicate how many participants they expect to host based on their capabilities. Please indicate and explain how many participants you expect in your application. **Please note that there is a participant range that shall be met. Each local camp should have 20-35 active participants.**



Subject Matter Experts or ‘Trainers’

Local Organisers need to identify a list of subject matter experts/ trainers to develop the content that the Contractor delivers within the ‘Training Guidelines’. The identified subject matter experts and educational partners will support the curriculum development and implementation.

Local organisers will need to provide a detailed list of proposed experts/ trainers that they may potentially use for the delivery of the camp content and include **their proposed approach** on how they will further develop and tailor the content if you were to be selected as a Local Organiser. It is your responsibility as a potential Local Organiser to ensure for the quality of your application, a comprehensive portfolio of experts 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, specifically any relevant experience to 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 partnerships from 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 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, and industry representatives. Outline any existing agreements or planned collaborations. Clearly specify how partners will contribute to securing facilities, providing training, and supporting the overall programme.

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.
- **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 core team supports the Local Organisers in multiple ways.

Support package

Local Organisers will receive a comprehensive **support package**. This includes a general expense budget of **EUR 26,050 – EUR 43,400 (VAT exclusive)** intended for costs related to the organisation of the local camp. Furthermore, the support package includes guidelines for the camp implementation, communication and promotion support, as well as the provision of a visual identify to promote the CASSINI Space Camps.

General expense budget

Local Organisers can use the general expense budget to cover the costs directly related to the organisation of the local camp, up to between **EUR 26,050 – EUR 43,400 (VAT exclusive)**. The final budget per Local Organiser depends on the number of chosen locations, that will implement the event. Up to 10 locations across EU member states may be chosen.

Costs that could be paid from the budget include, but are not limited to:

- Fees for facilitators, experts, trainers, speakers
- Personnel costs for planning, preparation, and execution

Local Organisers must indicate how they will spend this budget as part of their application. The budgeted costs must be realistic estimates of the true costs. The allocation of the budget is an important part of the application. Please note that Local Organisers will have to list their expenses and personnel costs, as well as provide timesheets as part of the reporting after the camp.

The **general expense 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. While the core team will provide guidance in this area during the preparation phase, organisers should demonstrate how they will implement their own promotional efforts. Additionally, it is valuable to



understand how they plan to leverage existing communication channels to maximise outreach for the CASSINI Space Camps and the role their partners can play in amplifying the message.

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 camp location (such as the local agenda, practicalities, sponsors, activities, etc.). The core website is managed and updated by the core team, while the local content shall be provided and updated by the Local Organisers.

Next to the website, the core team provides Local Organisers with access to a managed mailing platform for mass communications to registered participants in a GDPR-proof way.

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 guideline in order to have a basis for shaping their camp curricula. Additionally, they will receive a Local Organiser Playbook guiding them through the implementation of the space camps.



Other topics

Local languages

Each CASSINI Space Camp on a local level can opt for a hybrid approach in terms of language, including the local language and English. The coordination with the Coordinator will be held in English.

Reporting

The Local Organiser must provide two written progress reports about its activities related to the organisation of the Local Camp and the allocation of the General Expense Budget.

Local Organisers are required to provide an **interim report and a final report** on their activities and results.

The **Interim Progress Report**, which is due on T+1 month, is a forward-looking report that must contain an overview of the Local Organiser's activities.

The **final report** is a backward-looking report that should be delivered after T+6 months and no later than 2 October 2025. The report should contain an overview of the Local Organiser's activities, as well as the use of the costs of the Local Organiser that are covered with the General Expense Budget. The final report should include a measurement of the provided KPIs and the results of surveys that evaluate the quality and impact of the programme, by received feedback on satisfaction levels, education quality, participant diversity. Local Organisers may submit feedback and suggestions for improvement. In addition, the Local Organiser must provide proof of the occurrence of the event, including photographic evidence, without revealing the identity of the participants.



Data protection compliance

The CASSINI Space Camps is a programme of the European Union, managed by the European Union Agency for the Space Programme (EUSPA). This means stricter data protection regulations apply than those you have to follow as a private company, in particular regulation (EU) 2018/1725. These regulations need to be followed by contractors and subcontractors as well. As a direct impact of this, the channels that you have available to communicate with camp participants will be managed by the core team. Due to consent management, Local Organisers can contact participants only via the mailing platform ([MailerLite](#)) for mass mailings, or through the space camps platform for individual messages. **Direct contact with participants via email will not be possible.**

As a Local Organiser for the CASSINI Space Camps 2025, you will be handling personal data, including information about participants—many of whom may be minors. To ensure compliance with EU Data Protection Legislation (GDPR), clear responsibilities regarding data processing and security are defined.

The Coordinator acts as the Data Controller, meaning it determines the purpose and methods of processing personal data. You, as the Local Organiser, act as the Data Processor and may only process personal data based on the Coordinator's written instructions. You are not permitted to use the data for any other purposes.

Since your role involves collecting and handling participant data, you must implement appropriate technical and organisational security measures to prevent unauthorised access, loss, or data breaches. Any personnel involved in processing personal data must maintain strict confidentiality. If you need to transfer data outside the European Economic Area (EEA), you must first obtain written consent from the Coordinator.

Given that many participants will be minors, additional legal safeguards may be required. If local laws impose extra obligations for handling minor data, you 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 requests, you must immediately notify the Coordinator and assist in responding appropriately. In the event of a data breach, you are required to inform the Coordinator within one working day to ensure swift action and compliance with legal obligations.

At the end of the project, you must return all collected data to the Coordinator and securely delete all copies unless retention is legally required. You are not permitted to subcontract data processing to third parties without prior written approval from the Coordinator. Additionally, you remain fully liable for any breaches of data protection laws, and no limitations of liability



apply in such cases. If there is any non-compliance, penalties will be determined by the relevant Supervisory Authority.

As Local Organiser, you commit to ensuring data privacy, security, and compliance with GDPR regulations. Any failure to adhere to these requirements may lead to contract termination and potential legal consequences.

Local Organiser Agreement

The **Local Organiser Agreement** for **CASSINI Space Camps 2025** outlines the terms and conditions between the Coordinator 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 **CASSINI Space Camps** while ensuring compliance with the **Coordinator's guidelines, financial transparency, and participant safety**.

After the successful selection of the Local Organiser, the Agreement needs to be signed by the Contractor and the Local Organiser.



FAQ - Frequently Asked Questions

Will the event be with overnight stay or just a daily programme?

All local camps will take place physically. It is recommended to design a residential camp. For non-residential camps, the Local Organisers should develop a unique value proposition that guarantees an immersive experience.

Can I charge a fee for the camp participants?

No. The Space Camps are free of charge for the participants. However, it is the participants' responsibility to transfer to the camp location.

Who selects the camp participants?

The Local Organiser. It is recommended to include a motivation letter in the central registration process. The evaluation, eligibility check and selection of the participants will be a responsibility exclusively for the Local Organisers.

Can we organise a local camp with a consortium?

Yes. It is good practice to involve partners closely with the organisation of the local camp for the best result. However, only one partner will be responsible for the local camp as Local Organiser. This partner will be the main point of contact and the recipient of the support package.

Can a natural person organise a local camp?

Local Organisers must be a legal entity, which means either a natural person, a private company, or a public law body. So yes, a natural person can in principle apply. The natural person would need to have a VAT number. Like all applicants, they will also need to demonstrate the technical and organisational capability to organise a local camp.

Which costs can be paid from the general expense budget?

Personnel costs based on unit price can be paid from the budget.

Should we include VAT in the budget?

No. The budget should contain the estimated costs without VAT. Please note that the general expense budget is VAT-exclusive.

Is co-funding from other sources required?

No. You can choose to self-fund the costs that are not covered by the support package. It is also possible to work with partners that contribute in-kind or cash. It is highly recommended at least to have in-kind sponsors. Please indicate other sources of funding in your application and budget.



How much co-funding can we accept?

We do not impose a limit. However, the local camp must remain true to the concept and requirements explained in this application guide.

Do I need to look for sponsors?

No. However, it is recommended to work at least with in-kind sponsors.

Who are the ideal participants?

Students aged 14-18 enrolled in a high school based in an EU Member State, regardless of their academic, socio-economic or cultural background. The participants should be motivated to actively engage with the programme of the space camp.

How old should participants be?

Participants must be between 14-18 years old.

Can we accept participants from multiple countries?

Yes. Participants residing in any country of the European Union can participate in any of the local camps.

Can we accept participants from all over the world?

No. Only people with residence in the EU27 can participate. People from other countries cannot participate.

How many participants and teams should a local camp have?

Local Organisers can determine how many participants they will host based on their capabilities. Each camp location shall have between 20 to 35 participants.

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

No. You should not set up new social media channels. Instead use your existing channels and make use of the official hashtags.



Contact us

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