

VALENCIA URBAN SANDBOX PARTICIPANT HANDBOOK

sandbox
urbano VALÈNCIA



Introduction

Valencia City Council is committed to making this Sandbox an **agile, easy-access tool, connected with innovative businesses**. For this purpose, we have created this handbook with the **key guidelines** to participating in the Valencia Urban Sandbox.

This handbook is one of the tools from the **Valencia Urban Sandbox Kit** that you will have at your disposal as a promoter. It is designed to help businesses, knowledge sector actors, public and private institutions, and others in the innovative ecosystem that are interested in participating in the Sandbox.

For this, the guide uses a simple, fluid, and streamlined design. It uses visual elements like the **symbols whose meanings you can find below**:



This symbol shows references to **articles from the legislation** regulating the Valencia Urban Sandbox where you will be able to find **more information** on each section.



This symbol will signpost points where you can find **further information** on the topic of the previous section.



Throughout the document, this symbol will appear **beside guidelines, recommendations, and advice** for interested parties.



In some images in the handbook you will see this symbol. All of these **photos are credited to @VISITValencia**.

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1. Key points



1.1. Which innovation projects can participate?

All innovation projects that require for their development the use of **prototypes, experimental trials, tests, platforms, products, and programs** that must be tested or proven in a real environment and that are in an **advanced stage of development** may participate in the Valencia Urban Sandbox.

These may come from **any sector, activity, technology, or source of knowledge**, as long as they are committed to the search for new solutions or functionalities that do not currently exist in the market.

The innovation projects should prove their potential **positive impact and added value** to local services and other actors aligned with strategic projects in the city of Valencia or to the resolution of challenges recognised in the Valencia Early Demand Map.

Furthermore, the projects should guarantee an adequate protection for participants and end users, infrastructure, the environment and urban space in the city.

Article 12. Conditions of eligibility to carry out testing
Article 4. Objective scope of the application



Project areas

*Any area of local administration that benefits residents and promotes a culture of testing and experimentation in strategic policies and projects.

Health and wellness

- Sports and health projects
- Services for disabled people, children, youth or the elderly

Social and civil cohesion

- Social and civic engagement in transformation
- Safety and community cohesion
- Just social transition

Climate and sustainability

- Waste reduction and recycling
- Re-wilding and biodiversity
- Adaptation and resilience

Energy efficiency and urbanism

- Energy efficiency in infrastructure, public highways, tourist and commercial activity
- Building and housing renovations

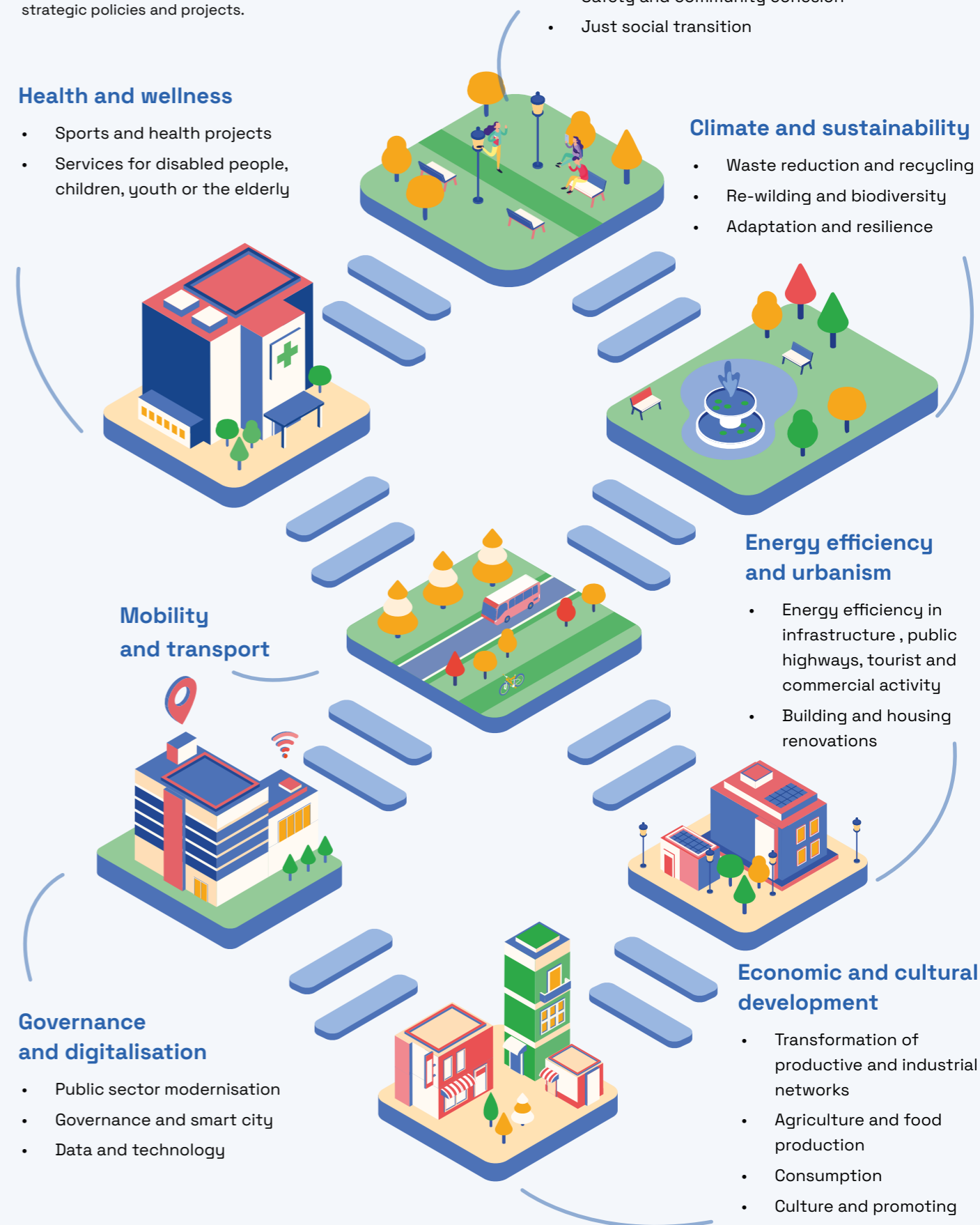
Economic and cultural development

- Transformation of productive and industrial networks
- Agriculture and food production
- Consumption
- Culture and promoting Valencian heritage and traditions

Mobility and transport

Governance and digitalisation

- Public sector modernisation
- Governance and smart city
- Data and technology



1.2. Can I participate?

Access to the Urban Sandbox can be requested by any **natural or legal person, public or private**, and all entities connected to the goal of the Urban Sandbox if they meet the following characteristics:

- **Capable of creating.**
- Interested in the **testing and development of innovative solutions** and prototypes, services, or commercial models.
- Provides **means for their development** or commits to finding frameworks of collaboration with participants or end users to apply their developments.

Furthermore, **the use of the Valencia Urban Sandbox will be prioritised** for:



Projects related to public services, local administration, or with a focus on gender and equal opportunities



Recipients of innovation subsidies



Projects financed through national, European or international programmes



Participants in strategic alliances in the city of Valencia



Awardees of public procurement for innovation



Projects with a head office or local branch in the city of Valencia

In any case, the Valencia Urban Sandbox is looking for projects that can coexist within the same urban resource, strengthening the interaction between projects and the creation of innovative synergies.

Article 8.
Promoters



Once access to the Valencia Urban Sandbox has been granted, and the designation of promoter obtained for the purpose of participating, cooperation with the strategic **alliances for public-private collaboration in ongoing innovation projects will be formalised.**

This will allow the innovation project to become part of the I+D+i project grouping in Valencia, demonstrating the **public interest** of the projects, **public-private engagement** and the **commitment of the Valencian ecosystem** to innovation.

Article 9. Strategic alliance
for public-private collaboration



1.3. How long will testing last?

Innovation projects may have an **initial duration of up to 5 years and may be extended** for up to 5 additional years, according to necessity.

Article 7.
Innovation testing duration



1.4. Where can I conduct testing?

The Urban Sandbox enables testing across the **whole city of Valencia** through the **concept of the urban resource**.



An urban resource is a generic term that encompasses spaces, infrastructure and/or events in the city of Valencia that will serve as a testing ground for trials of innovation projects in real or relevant environments.

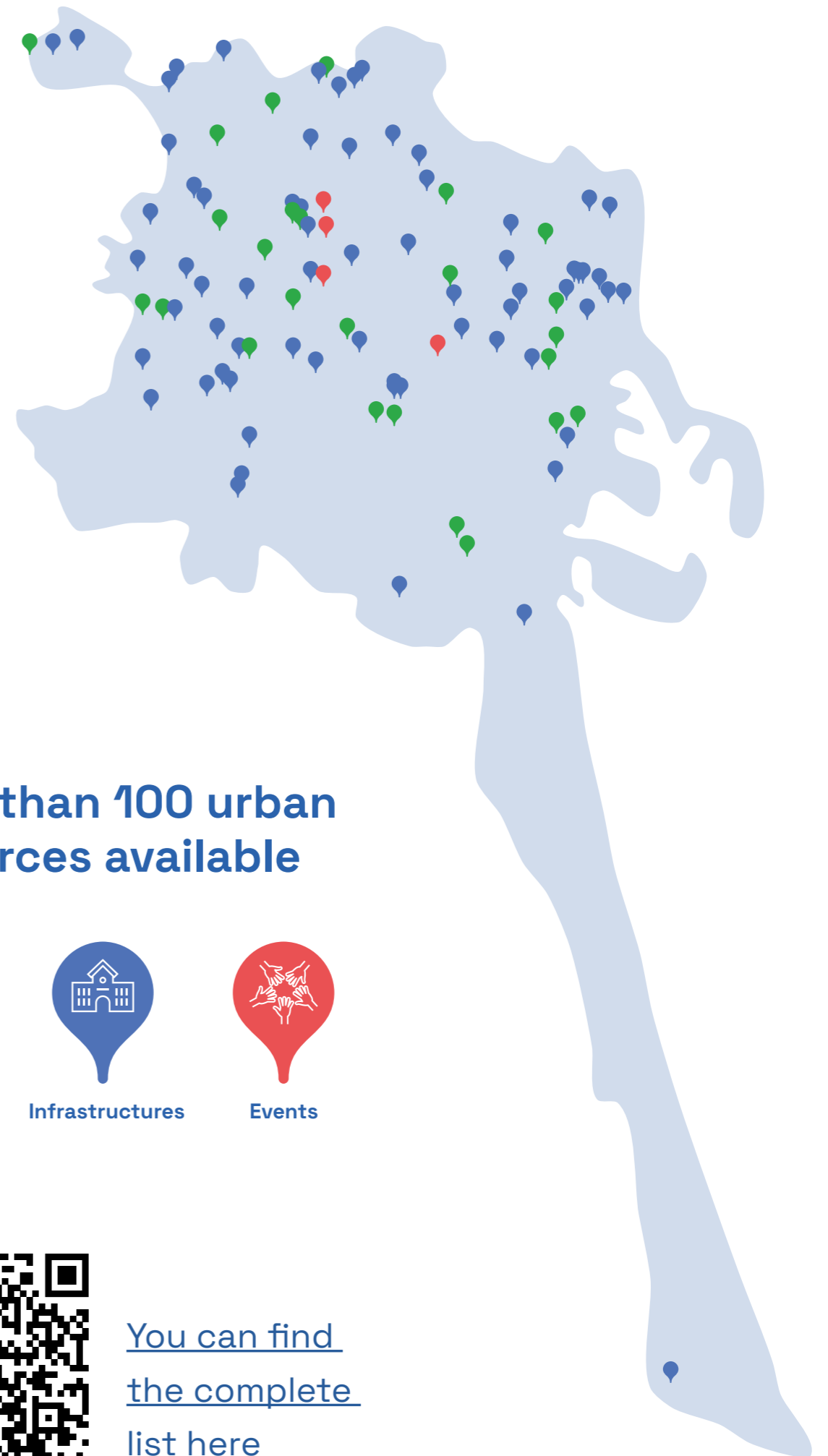
The testing of innovation projects will be carried out preferably in the Sandbox's urban resources, authorised by Valencia City Council or Local Public Sector, detailed in the [Valencia Sandbox list of urban resources](#).

In the current list of urban resources (as of November 2024) more than **100 urban resources can be found, including spaces, events and infrastructure** at the disposal of the innovation ecosystem for use as testing spaces.

In the document, interested parties can find information about the urban resources, including a brief description and an image, as well as the type, available dates, location, owner, when the information was updated and the website of the resource.

In the testing protocol proposal that interested parties should present to apply for access to the Urban Sandbox it should be indicated which of the available urban resources from the Valencia Urban Sandbox list of urban resources is required or another resource that is not available on the list should be requested.

Article 5. Valencia Sandbox urban resources
Article 6 Addition and updating of urban resources



More than 100 urban resources available



Spaces



Infrastructures

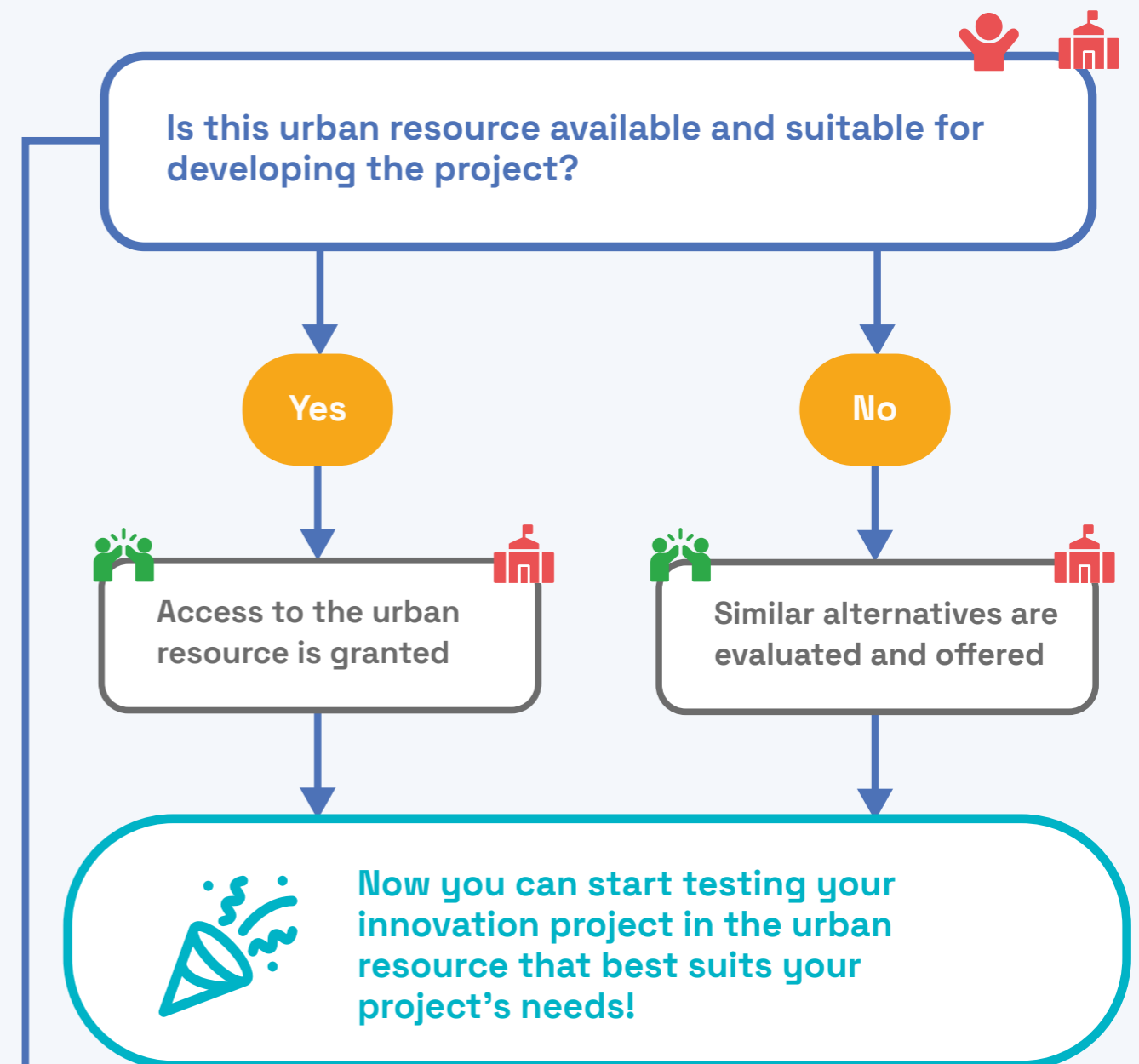
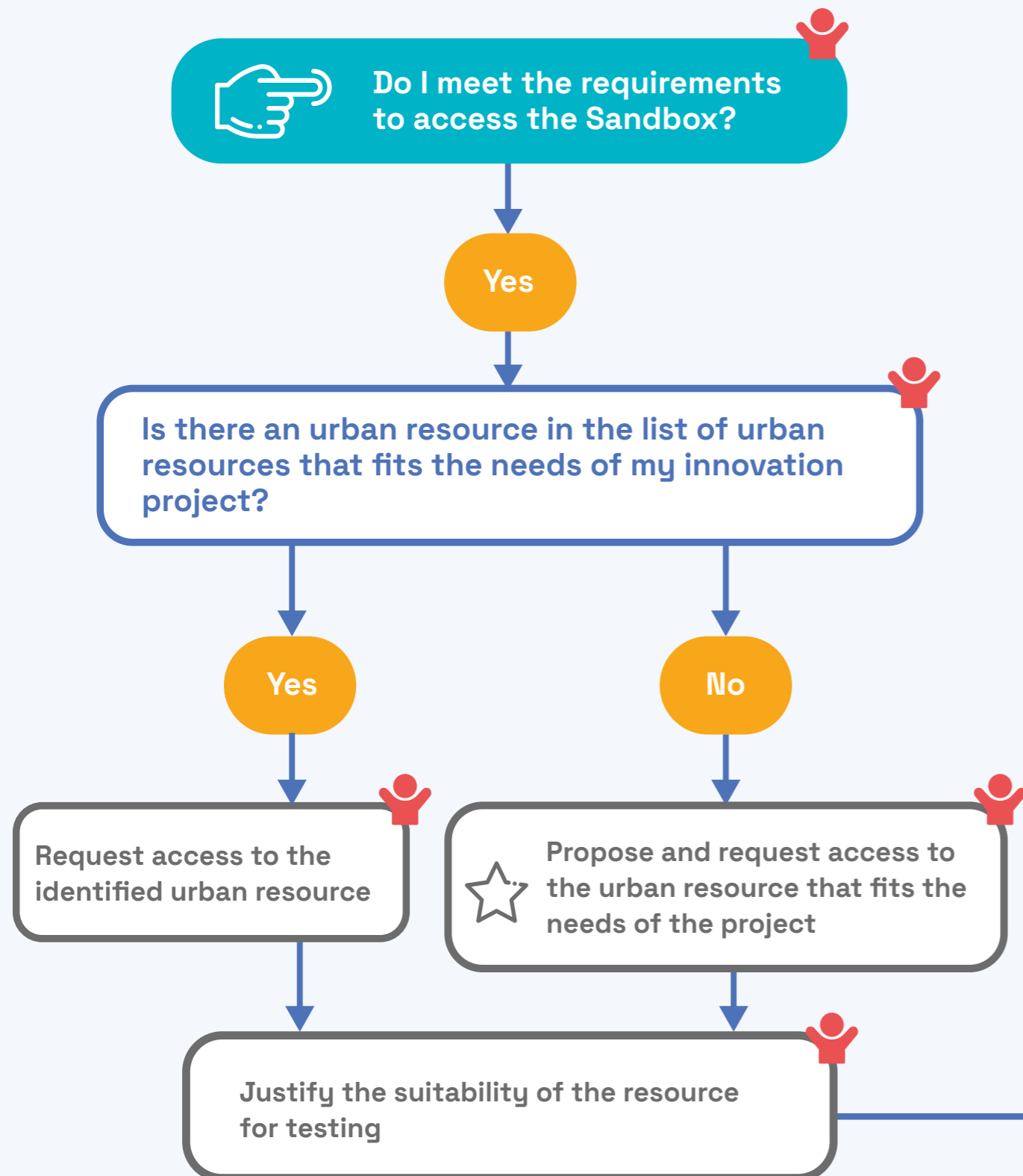


Events



[You can find the complete list here](#)

1.5. What process should I follow to conduct testing in an urban resource?



Tasks and stages in which you will have a facilitator at your disposal



Tasks and stages carried out by the promoter



Tasks and stages carried out by Valencia City Council



No urban resource that fits the needs of your project? Don't worry! Suggest an urban resource. More can always be added to the list.



You can consult the complete process of requesting access to the Valencia Sandbox outlined in this diagram on page 16.

2. Access



2.1. How do I request access to the Sandbox?

In order to participate in the Valencia Urban Sandbox, interested parties should write an access request to the Urban Sandbox and present it to the Valencia City Council Innovation Department using the **online application portal available on [the council website \(sede electrónica\)](#)**. In the access request the interested parties must provide:



1. Online form

- Personal details of the promoter and the representative of the project
- Brief summary of the innovation project's goal




2. Sworn declarations agreeing to:

- Fiscal and Social Security obligations
- The required regulations preventing labour risks
- The framework of guarantees and responsibility in respect to the protection of participants and the urban environment
- Submitting to the jurisdiction of Spanish courts of all levels, for any incident



3. Testing protocol proposal

A document that contains the terms and conditions by which testing will be carried out, the limitations to which the development of the project will be subject and any other relevant aspect of the innovation project.

Article 13. Access request to the Valencia Urban Sandbox 

2.2. How do I write my testing protocol proposal?

On the online application portal available on the [council website \(sede electrónica\)](#) interested parties can find a document with a model or guide on how to write a testing protocol.

Key points and recommendations:

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- 
1. Clearly define your goals

It is key to explain what you want to prove and why.
- 
2. Describe the current state of your project

Include any previous testing or experience to increase the viability of your proposal.
- 
3. Define your proposal within the city

Explain why the Sandbox is the ideal space for your testing and how it will respond to specific challenges in the city.
- 
4. Detail the elements that make your innovative solution different and how testing will help to develop them
- 
5. Specify the urban resources that you need

If the available resources don't fit, justify alternatives.

2/3

**6. Establish a realistic timeframe**

Propose a detailed timeline with activities and deadlines that ensure the execution of the tests.

**7. Identify risks and means of prevention**

Provide clear solutions to protect the people, environment and infrastructure involved.

**8. Outline the return benefits to the city**

Suggest how the council and residents can benefit from your project: results reports, contributing tested units or proposals for future collaborations, etc.

**9. Clarify personal data use**

If the testing involves processing personal data, describe how this will be managed in compliance with current regulations.

**10. Protect confidential data**

Indicate what technical information or elements of the project (prototypes designs, etc.) are confidential and how to guarantee their protection.

**11. Address intellectual and industrial property**

Explain if patents, brands or authors rights will be used and how you will manage any intellectual property generated during the testing.

**12. Complement with relevant information**

Funding access points, success factors, strategic alliances, collaborations....

3/3

And remember!

- Use clear and direct language.
- Follow the structure. You can use diagrams or images to help.
- Be concise and to the point. Provide the essential information in each section.
- We will accompany you in the process. You have Valencia City Council at your disposal to help you with the process and answer any questions you may have about the testing protocol proposal.

Article 15.
Resolution



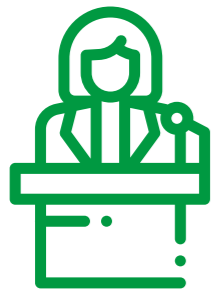
2.3. What are the steps to follow to access the Sandbox?



2.4. Who reviews my application?

The Evaluation Committee is a multidisciplinary and integrative team reporting to the Innovation Department. It is tasked with analysing and evaluating the access requests to the Valencia Urban Sandbox.

Evaluation Committee



Chair



Members



Secretary

Roles of the Evaluation Committee:

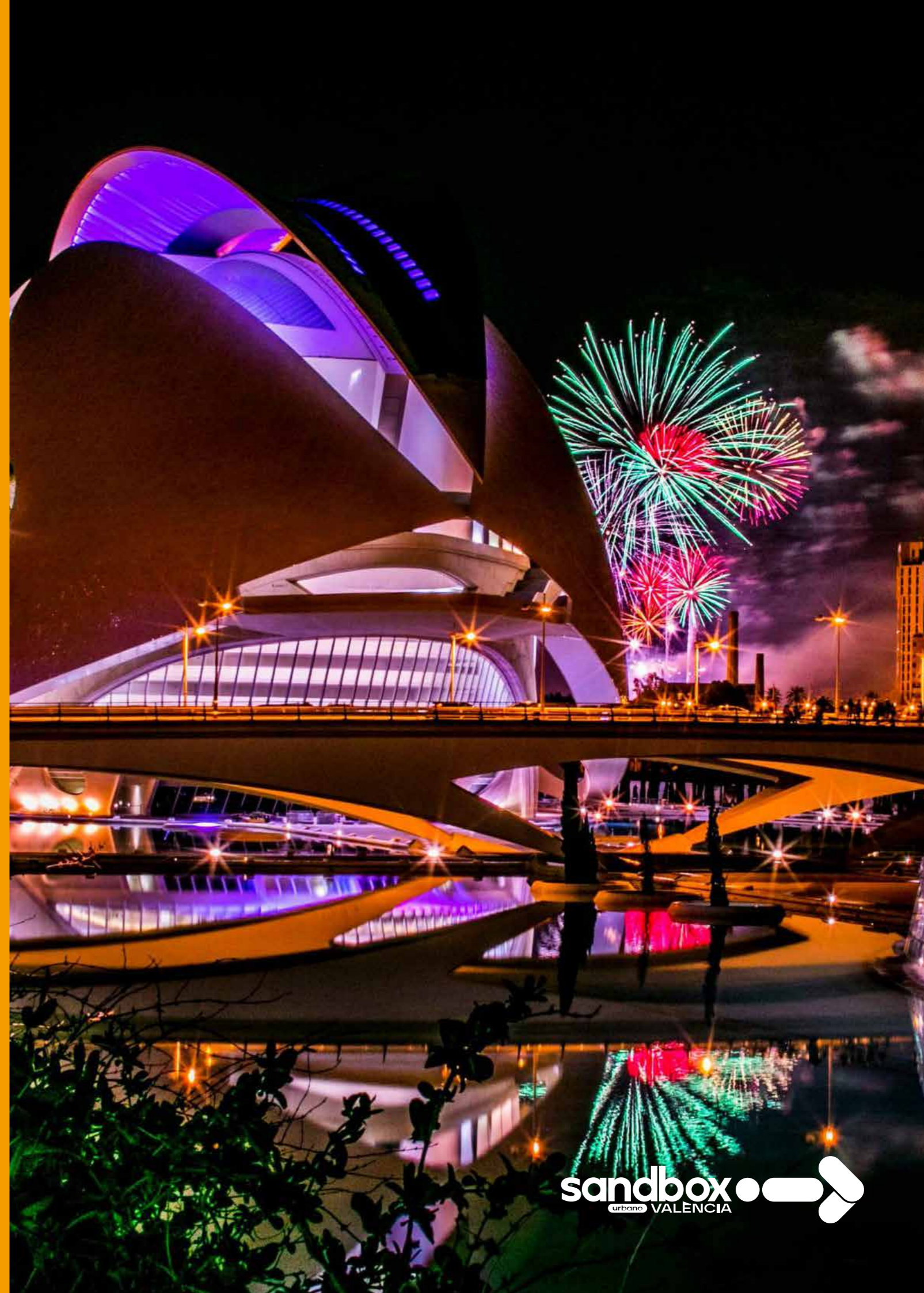
1. Review **applications for participation** and propose changes and improvements in the testing protocol
2. Gather **technical assistance from public sector experts** specialised in the area
3. Propose the approval of **alternative urban resources** for testing
4. **Evaluate potential risks** during testing
5. **Inform about testing incompatibilities** caused by coinciding projects in the same urban resource
6. Propose shared uses of urban resources and **inter-project synergies and interaction**

7. Share updates on extensions or changes due to unexpected circumstances and **review requests to resume testing**
8. Report on the **manner of return benefits** proposed in the testing protocol

Article 14.
Evaluation Committee



3. Conducting testing



3.1. What is the role of Valencia City Council in conducting testing?

Valencia City Council, through Valencia Innovation Capital, will be responsible for the monitoring, **control and evaluation of testing**, assigning technical staff to each test.

The technical staff will be able to request **assistance from the facilitator of the Sandbox urban resource**, as well as from technical specialists from the corresponding field, both from the City Council and from the Local Public Sector in Valencia.

Technical staff roles



Gather any additional information deemed necessary



Verify the execution of the testing protocol as approved by the Evaluation Committee



Hold meetings with participants in the trials



Other necessary actions to guarantee the following of the testing protocol



Answer questions, resolve incidents and propose other tools to help

Article 18. Monitoring and control of testing
In the Valencia Urban Sandbox



3.2. What happens in the case of damages or harm during testing?

Forward thinking and responsible management of testing

Assess ahead of time possible risks and scenarios that may arise during testing. Devise clear strategies to prevent incidents and resolve any in a quick and efficient manner. Proactive management is key to guarantee the success and safety of the process.

Responsibility that adds up, protect the city

The promoter has a fundamental role in protecting the city and its resources. Act responsibly while carrying out testing. Remember that, in line with existing regulation, Valencia City Council will not be responsible for damages that may occur during testing, other than in cases where the cause can be attributed to the administration.

Repair, replace and advance

If damage occurs during testing, the promoter should respond in a swift and effective manner:

- Returning the assets to their previous state or, if this is not possible, replacing them
- Compensation for harm and damages

A solid framework to protect what's important

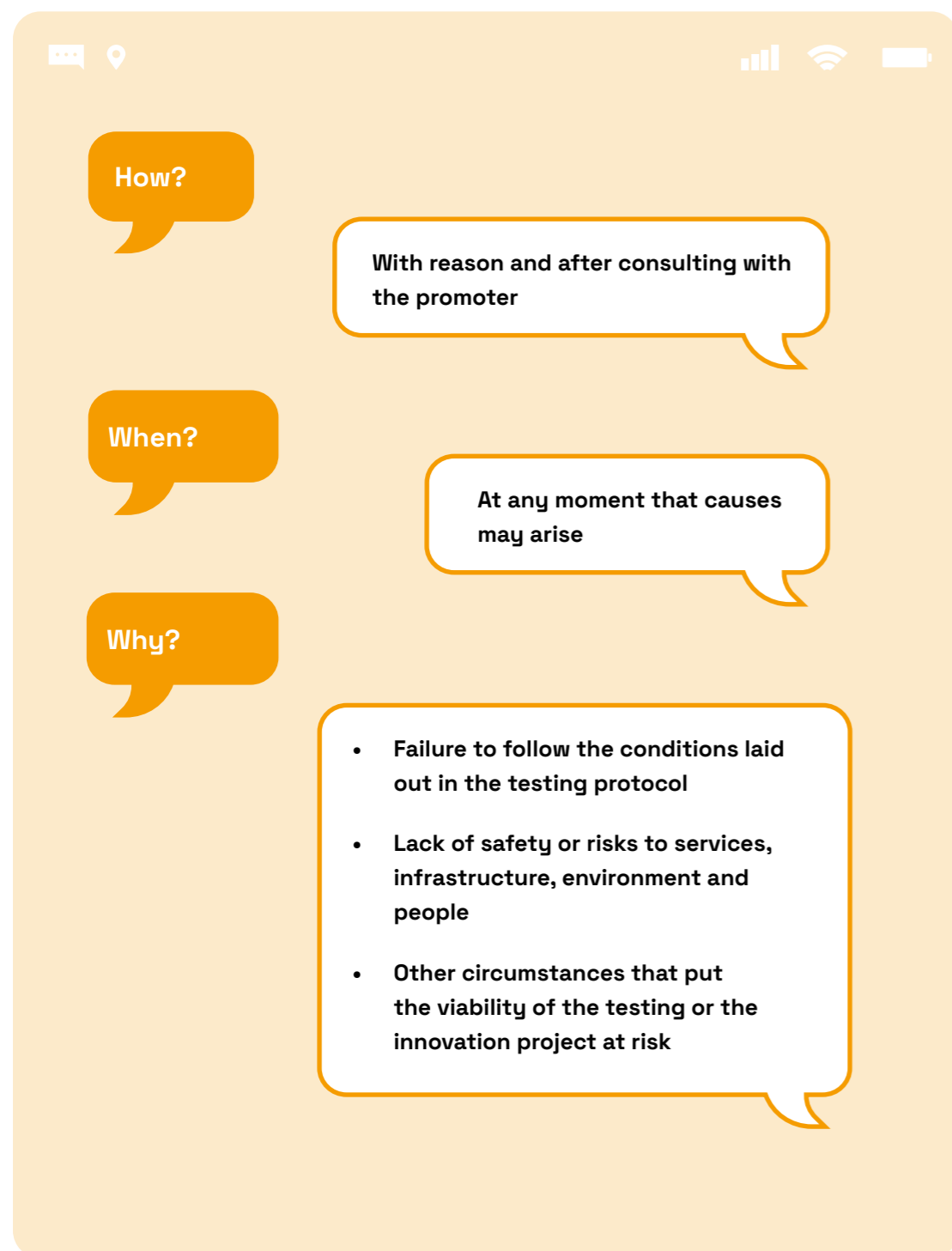
Remember that the liability regime established in the testing protocol does not limit the application of other regulations to establish infractions, sanctions or responsibilities.

Article 23.
Liability regime

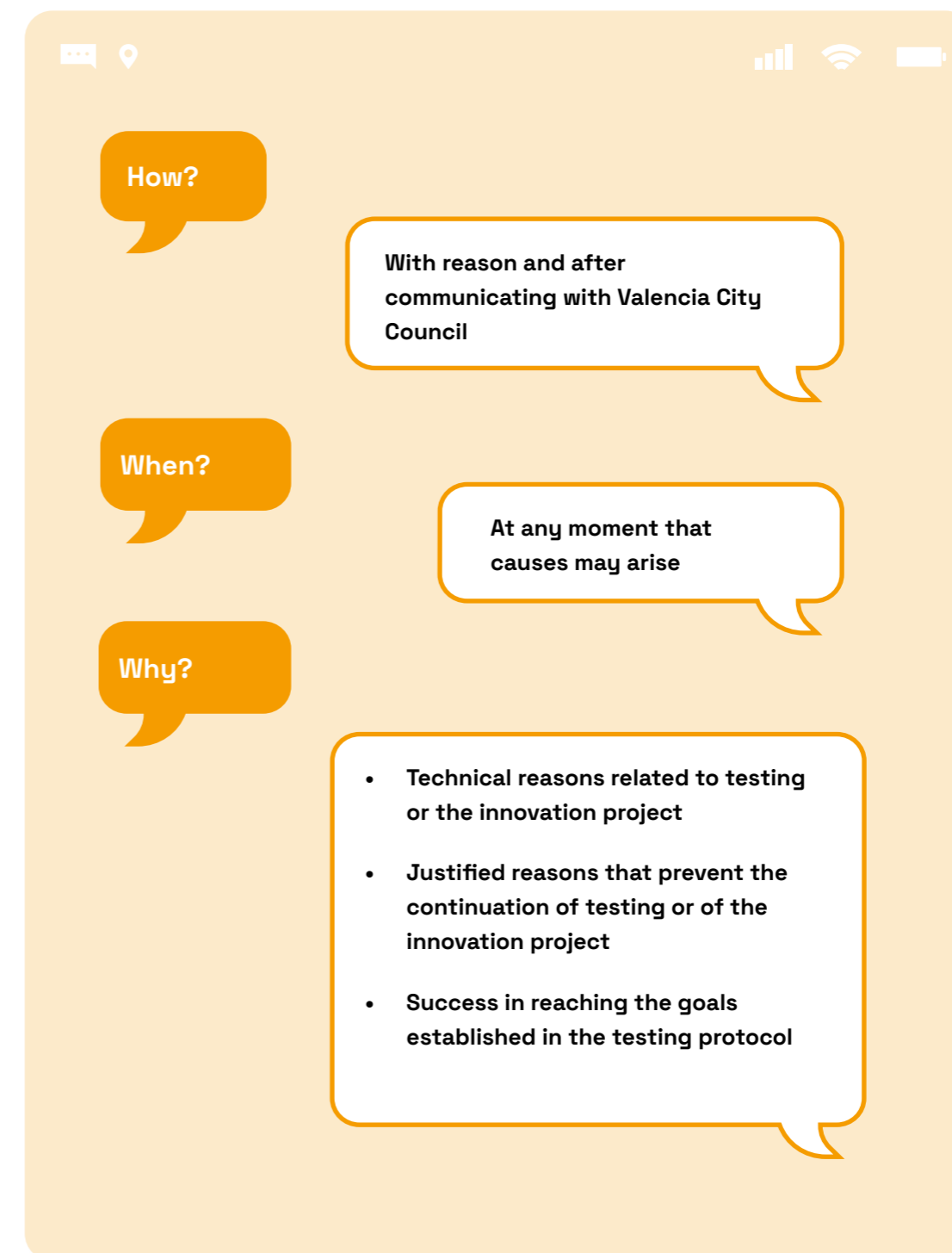


3.3. Can testing be suspended?

Suspension by Valencia City Council



Suspension by promoter



3.4. Can I resume testing after suspension?

To resume testing the promoter should first assess if it is necessary to apply changes to the project that will require modifications to the testing protocol:

Changes are needed

The promoter will provide: an application to resume and a memo outlining the necessary variations and modifications.

No changes are needed

The promoter will provide: the application to resume and a sworn declaration indicating that there are no changes required in the testing protocol.

Article 20.
Exit regulations



3.5. What else should I be aware of?



We guarantee confidentiality

- Staff from Valencia City Council, its Local Public Sector, the Evaluation Committee as well as the technical staff and experts involved in testing are subject to respective regulations of professional confidentiality.
- Remember to clearly highlight in your testing protocol proposal which aspects are confidential, and which are not. If they are already protected through specific agreements, you can provide these.



We safeguard data protection

If your testing will involve handling personal data, remember:

- Abide by European and Spanish regulation.
- Consult article 24 of the regulatory legislation to find the most important questions answered
- Reflect this aspect in your testing protocol proposal
- Implement the necessary measures to ensure the security of the data



4. Leaving the Valencia Urban Sandbox



4.1. How does testing come to an end?

Innovation testing in the Valencia Urban Sandbox will come to an end:

- **Due to the normal end of the tests**

Testing will conclude according to the deadline or time frame agreed upon in the testing protocol.

- **Due to suspension**

The circumstances established for the suspension of testing can be found outlined in section 3.3.

4.2. What happens at the end of testing?

2/2

- 2. Produce and share a report of results** from the innovation project that has participated in the Valencia Urban Sandbox.
 - Collect and organise during testing the relevant information about the activities undertaken.
- 3. Use the support of Valencia City Council to continue the progress of your innovation project.**
 - Promoters can read more about how Valencia City Council and its Local Public Sector can continue [helping them on this path](#).
- 4. Share your experience** of participation in the Valencia Urban Sandbox with the innovation ecosystem.
 - The end of testing is the time to share what has been learnt. Promoters will be able to involve Valencia City Council in the knowledge and benefits gained, in relation to what is agreed in the testing protocol.



1/2

- 1. Withdraw the teams and prototype** and ensure that the urban resource is in the same condition as before the innovation project
 - Depending on the characteristics of the innovation project, it can be agreed in the testing protocol that the innovation, pilot or prototype used during testing will be left in use in the urban resource as a knowledge sharing initiative with Valencia City Council and the innovation ecosystem.

4.3. How are the results from the innovation project evaluated?

Once testing of the innovation project is finished, the promoter should send a **final report on the results** to Valencia Innovation Capital



Deadline: 1 month from the end of testing.

Key points to explain in the final report on the innovation project within the framework of the Valencia Urban Sandbox

1/3



1. Contextualise the project and its objectives

Present the project, its purpose and reach. Briefly explain what goals are being pursued with the testing and what activities will be carried out to achieve them.



2. Participation as a key to success

Teams, users or participants... Tell us what their role was and how they contributed to the development of the project.

2/3



3. The use of provided resources: key to innovation testing

Provide information about the urban resources used during the tests, the state in which they were left at the end of testing and any relevant incidents. If there has been wear and tear or changes, document how these will be managed in a responsible way.



4. Incidents: the important thing is not the mistake, but learning from it

If there were problems, accidents or deficiencies, don't worry - tell us. The key is to show how you acted to resolve them and how you ensured that they were not repeated.



5. Lay out your results and conclusions

Explain the main results obtained: What did you achieve with the testing? Did you reach the expected level of innovation and development?



6. Check your footprint: evaluate the economic, social and environmental impact of your innovation

Don't limit your description: use indicators that demonstrate how your project has generated tangible benefits.



7. Help us to look towards the future and transform obstacles and challenges into opportunities

Analyse emerging risks and identified obstacles and suggest means to confront them.

Your opinion is the most important. We'll improve the Valencia Urban Sandbox together!

- Give us recommendations to improve. How can we improve the process? Have the resources and materials provided been useful? Did the resources provided meet the needs of your innovation?

3/3

- Provide concrete data. We know that measuring impact is complex, but it will be of interest to see figures, indicators, tables, graphs and specific measurements that help us to analyse the impact of the innovation or project on the city.
- Share reflections beyond the testing phase. This is the moment to reflect on other discoveries, lessons or learning moments that you have gained thanks to your participation in the Valencia Urban Sandbox.

Article 19. Evaluation of the results of testing in the Valencia Urban Sandbox



4.4. How can I accredit my participation in the Sandbox?

- Valencia City Council will issue a document that accredits participation in the Valencia Urban Sandbox, **when requested by a promoter**.
- This document will indicate **the tests carried out** within the framework of the Sandbox, the **urban resource** where they were held and the **period of time** in which they were carried out.



The document will in no case imply validation from the City Council of the results of the innovation project carried out.

Article 20. Exit regulations from the Valencia Urban Sandbox



4.5. What does sharing risks and benefits entail?

With the perspective that sharing risks implies sharing benefits, the Valencia urban Sandbox, through its regulatory legislation, provides a set of mechanisms to transfer knowledge and benefits obtained thanks to the testing carried out.

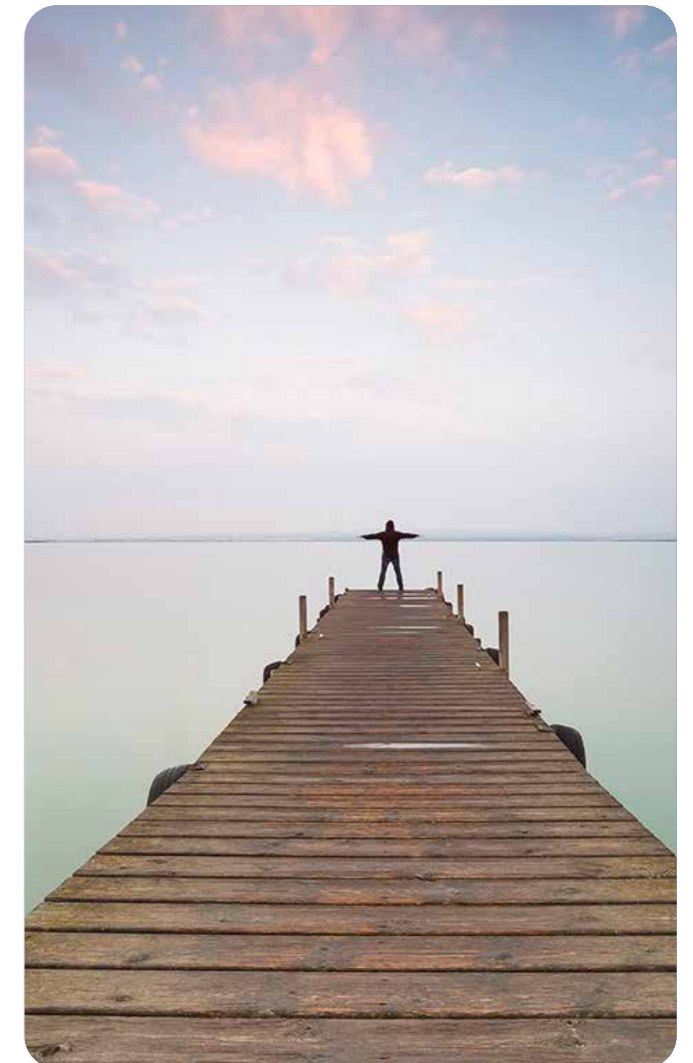
The testing protocol proposal should include three ways of sharing the results of testing:

1. Share and circulate information about the Sandbox and the city of Valencia



Make your participation and your project visible

- You can find help in the Communications Resource Kit for promoters.
- Don't hesitate to include the corporate images of Valencia City Council and the Urban Sandbox in the elements used in the test and its dissemination.
- Share your participation in the Valencia Urban Sandbox in networks, forums and alliances, giving visibility to the actors involved.
- With your collaboration, Valencia City Council will also be able to share your innovation project.



2. Share knowledge and involve the administration and the city in what has been learned



Promoters can propose the form of sharing

Technological applicability reports, contributing tested examples, information sharing actions...



The transfer of knowledge will be agreed through the testing protocol and will correspond to the principle of proportionality

It will be evaluated according to:

- The public resources used
- The period of time authorised
- The possible impact of the technology or product tested



3. Share economic benefits, in cases where this applies



Principle of proportionality

The sharing of benefits will be agreed through the testing protocol and will correspond to the principle of proportionality.

It will be evaluated according to:

- The importance of the urban resource used in the project
- The institutional or reputational contribution that participation in the Sandbox provides
- The economic volume of the commercialisation of the innovation



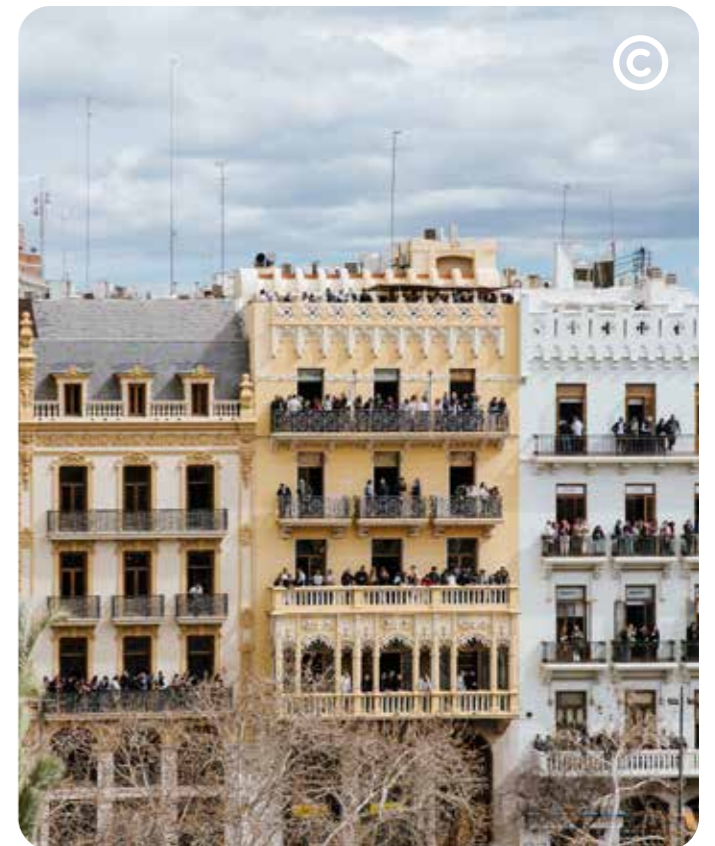
Exceptions

- Physical persons
- Sole traders and companies (sociedades), for the first two years of the activity
- From the third year, projects with an annual revenue of less than 1,000,000 euros
- Non-profit organisations and foundations
- Universities and their research teams
- Technological centres and institutes registered and compliant with sectoral regulations



Between 0.5 and 5%

The percentage of the benefit of council participation will be between 0.5% and 5% of the net benefit of the commercialisation. For the first 2 years of commercialisation and only if the business is generating profits.







VALENCIA
DARES,
DO YOU?