



## The URBACT II Operational Programme

(2007 – 2013)

### **GUIDE FOR APPLICANTS**

#### **Declaration of Interest for URBACT II projects**

##### Introduction

The following document is a detailed guide to completing the URBACT II Declarations of Interest for Thematic Networks and Working Groups. It follows the form for submitting the Declarations of Interest provided in the Applicant pack for each type of project, section by section and explains where further information can be found and what is expected of the applicant. It also provides guidance on the level of detail required.

This Guide for Applicants should be used in conjunction with the **URBACT II Operational Programme, the URBACT II Programme Manual** (*so-called Technical Working Document*) and the **Call for Proposals, available on the URBACT website.**

The Operational programme and the Programme Manual include, as an annex, a glossary of terms which may also assist in explaining some of the language used within these forms. The forms for the Declarations of Interest have been designed with the assessment criteria in mind, therefore applicants are advised to consider these criteria when completing the form (See Annex 2 of the Call for proposals).

**The deadline for submission of the applications is  
15 February 2008.**

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# **SECTION 1 Project Synthesis**

## **1.1 Project identity**

### **Short title or acronym** (*max. 20 characters*)

Each thematic network or working group shall have a full project title and a short title or acronym which can be used for publicity purposes.

### **Lead Partner**

The Lead Partners should clearly state the name of the institution being represented and the country from which they are applying.

## **1.2 Summarised description of the project**

*(max. 100 words)*

This short description of the project will be used in URBACT II publicity material and on the website to assist with your search for partners so should focus on the main objective and main theme to be addressed by the project and indicate the expected results. Each response should clearly state how the project aims to meet the main aims of the URBACT II programme. This section should not exceed 100 words.

## **1.3 Partnership**

Partnerships for projects are to be fully developed in the Development phase (first 6 months for thematic networks / first 4 months for working groups). However in order to be eligible, projects should build their Declaration of Interest on a certain number of initial partners:

- 5 partner cities for a Thematic network (including the Lead partner),
- 4 public authorities in the case of a Working group (including the Lead partner).

A detailed explanation of eligible partners can be found in the URBACT II Programme Manual (Technical Working Document), especially **Fact Sheets 2a and 2c**.

The table outlined in the Declaration of Interest should be fully completed indicating the institution applying to be partner, the type of institution, the classification of the city in terms of EU funding eligibility (convergence or competitiveness priority), the Member or Partner state and the name of the region in which the city is situated.

## 1.4 Relation to URBACT thematic coverage

Each project is required to identify **ONE** theme from the seven URBACT II themes which is most central to the proposed activity. In many cases (if not all), due to the very nature of integrated policies, projects will cover more than one of the URBACT II themes. However in order for applications to proceed, **ONLY ONE THEME** should be selected. For further information to assist you in selecting the most appropriate theme for your project, please refer to **the Call for Proposals, Section 3 - Thematic Coverage**.

## 1.5 Fast Track Label (For Thematic networks only)

Among the Thematic Networks set up and implemented within the framework of URBACT II, the European Commission will label a certain number as "Fast Track". A Thematic Network with the Fast Track Label shall be a tool to introduce best practice ideas in the mainstream through the Operational Programmes. More details concerning the Fast Track label can be found within the URBACT II Programme Manual (**Fact sheets 2a and 2b**) and in the **Call for Proposals (section 3 - Thematic Coverage)**.

Projects interested in the Fast Track Label shall mention it in the Declaration of Interest, along with the Region for Economic Change issue they intend to address. Applicants are invited to read carefully section 3 of the Call for proposals in order to choose the URBACT II theme and RfEC issue they wish to address through the URBACT II theme. Each RfEC issue fits into one of the seven URBACT II themes as indicated into brackets in this section of the Call for proposals. E.g.: a network project willing to work on "Integrating marginalised youth" will be developed under the URBACT II theme 2.2 - Social inclusion.

## 1.6 Project cost (in €)

A summary of the total project cost for phase I is required in this section of the Declaration of Interest. An explanation of budgetary matters for URBACT II can be found in the Programme Manual (**Fact sheets 2a and 2c, section 4** and in **Fact sheet 6b, section 4**). It should be noted that the maximum refundable costs for Phase I shall be:

- € 75.000 for Thematic networks;
- € 50.000 for Working groups.

The local contribution should correspond to the sum of the partners and lead partners' contributions as outlined in the letters of commitment.

## **SECTION 2 - Project Presentation**

This section of the Declaration of Interest form is critical for the External Assessment Panel when assessing the relevance and quality of your proposed Thematic network/ Working group. Please refer to the assessment criteria (Call for proposals – Annex 2) when completing the form and try to be as clear, concise and structured as possible.

### **2.1 Starting situation and main challenges that partners face in relation with the theme of the project (1 page maximum)**

For each proposal, it is required to outline in detail the current situation within the partners concerning the selected theme. Evidence should be provided that the challenges to be addressed are relevant for all partners. This should include a short summary of the main challenges faced by the partners with regard to the theme or policy field concerned.

### **2.2 Synthetic presentation of the whole project (36 months max. for Thematic networks – 24 months max. for Working groups)**

To assist in project assessment, applicants are required to give an overview of the whole project, indicating:

- the main objective of the whole project
- the main issue to be addressed
- the main expected outputs

It will be possible to adjust and clarify these elements in the Final Application to be submitted at the end of the Development phase, especially as new partners will join the project over this period. Yet for assessment purposes, it is important to highlight the main features of the project. When it comes to expected outputs especially, it should be made explicit that they are innovative and bring clear added value compared to other current or past initiatives. The expected outputs should be concrete and the impact of the project on future actions and policies should be outlined (see Assessment criteria).

### **2.3 Summary framework for the project Development phase (first 6 months for Thematic networks, first 4 months for Working groups)**

The Declaration of Interest is an application for the project Development phase, and therefore more detail is required for this first stage. The table should mention the different objectives partners intend to achieve during

the Development phase, along with the actions to be implemented in the view of achieving each objective and the related output(s). Actions should be numbered following the examples given, so that these numbers can be used as a reference later on.

**Objectives** – this column should present the main objectives of the Development phase.

**Actions to be implemented in relation with the objective** – this column should state briefly what is being carried out, i.e. a network seminar, the setting up of URBACT local support groups, a steering group meeting, completion of the baseline study, etc.

**Related Outputs** – all outputs need to be linked to the relevant objective and should be quantified.

It has to be underlined that this Development phase aim at allowing selected projects to finalise their application, and a number of actions to be achieved with related outputs have been defined in the official programme documentation (See Programme Manual, Fact sheets 2a, 2b and 2c ; See Call for Proposals, section 5). More especially, the Development phase shall be dedicated to finalising the partnership, refining the objectives, the issue, completing the baseline study and the Final application to be submitted to enter Implementation phase (including the work programme, methodology, budgetary details, etc.). Applicants are invited to read carefully this documentation so as to take into account mandatory elements.

## **2.4 Schedule for the Development phase (first 6 months for Thematic networks/ 4 months for Working groups)**

Each project proposal is required to outline the schedule for the implementation of the different actions during the Development phase. This schedule shall be based on the actions listed in section 2.3.

It should be noted that this schedule, along with the logical framework and the project description, will form the basis for an external assessment panel to consider how the proposal meets the assessment criteria, hence it is extremely important that what is presented is clear, concise and informative. Please note the assessment criteria (especially criterion 2) when completing this section of the application form.

## **2.5 First attempt at an estimate of the carbon footprint and resource consumption**

Thematic networks are going to be assessed on the efforts made to reduce the projects carbon footprint. The table in the Declaration of Interest form needs to be completed for the Development phase, outlining the estimated carbon consumption. Guidance to fill in this table will be included in the Applicants pack.

## **SECTION 3 - Partnership for the Development phase (first 6 months for Thematic networks/ 4 first months for Working groups)**

### **3.1 Table of initial partnership**

The table to be filled in presents the initial partnership as requested in section 1.3., including additional information. As far as the statistics are concerned for the table please provide the most up to date information possible on population and Gross Domestic Product per capita.

### **3.2 Lead Partner's experience**

The candidate Lead partner is required to outline in detail all relevant previous experience, providing examples of other similar successful projects, details of work carried out in this field and information concerning the skills and competences of the staff employed to lead the proposed thematic network. A CV of the Lead partner's named official should be attached to the Declaration of Interest.

### **3.3 Lead Partner's involvement**

Under URBACT II, it will be especially important that projects ensure maximum impact of their activities on local policies. In order to foster the involvement of local decision/ policy makers, projects are encouraged to mention the name of the elected representative in charge of following the project and its outputs.

### **3.4 Experience and expectations of each partner**

*(1 table per partner – ½ page max. per partner)*

Each project partner should complete the table outlined within the Declaration of Interest form to clearly demonstrate their commitment to the proposed project and demonstrate that the proposal is built on the experiences of the project partners.

The balance of partners from different Member and Partner states and a demonstration of their clear commitment to the work to be undertaken will be assessed by the External Assessment Panel (see Call for proposals, Annex 2, assessment criterion 4).

### **3.5 Appointed Lead expert**

The Lead Partner of each project is required to appoint a "**lead expert**" who shall be responsible for supporting the project throughout the whole life of the project (all two phases) and for contributing to programme level activities in the name of the project. The role of the Lead expert will be particularly important during the Development phase, as he/ she will be in charge of supporting Lead partner and partners in finalising the issue to be addressed, analysing the partners' local situations/ challenged/ needs and potential added-value with regards to the project, defining adequate methods for project implementation, etc.

As a consequence, candidate Lead partners are invited to mention, in the Declaration of Interest, the Lead expert they intend to appoint if the project is approved to enter Development phase. This expert should be selected in the URBACT II pool of approved experts available on the website.

### **3.6 Participation of Managing Authorities of Operational Programmes**

Projects in general, and Thematic networks in particular, are recommended to associate the Managing Authorities of the Operational programmes in project activities in order to enhance the impact of these activities on local policies. Managing Authorities may be associated by:

- being included in the project as full partners (knowing that, as mentioned above, no more than 3 partners in a thematic network shall be non-city members),
- OR being invited to take part to the network activities and especially to milestones meetings (knowing that a specific line shall be dedicated within the budget to the participation of Managing authorities).

Applicants are invited to present briefly how they intend to organise the association of Managing Authorities to the project activities.

A solid and relevant association of Managing Authorities of the Operational Programmes to the network activities will be considered with priority in the selection and ranking process of URBACT II projects. This feature will be particularly important for projects interested in the Fast Track Label.

## **SECTION 4 – Budget for Development phase**

A budget for the Development phase (6 first months for Thematic networks, 4 first months for Working groups) shall be annexed to the form for the Declaration of Interest. This budget must respect the formats of the annexed financial tables, be clear and understandable, and be balanced (in terms of allocated funds towards actions).

Applicants are invited to read carefully the Programme Manual (especially Fact sheets 2a, 2c and 6b) for details on budgetary issues in URBACT II. In order to elaborate the budget for the project Development phase, applicants should be aware of the broader framework in which this budget should be developed, and especially of the rules applying for project budget in general (Development phase and Implementation phase).

The maximum refundable costs for Development phase shall be:

- € 75.000 for Thematic networks
- € 50.000 for Working groups

This budget should also foresee a reasonable allocation to finance the creation and the first activities of the URBACT Local Support Groups during the Development phase.

At the end of the development phase, only Project Partners and Lead Partners which are based in Member States who:

- have signed the Memorandum of Understanding with the Managing Authority,
- have submitted a description of the control system which has received an unqualified opinion by the Audit Authority,

shall be considered eligible to be involved in phase II of the project. Project Partners and Lead Partners whose Member States have not accomplished the above mentioned requirements before the submission of the Final Application, can not be refunded with ERDF for the costs incurred during their participation in the project Development phase.

## **Budget table 1.1**

Table 1.1 of the budget must be filled in with the amounts of ERDF and co-financing per partner.

The first information concerns the ERDF funding which needs to be calculated on the basis of the area where the partner is situated (e.g. maximum 80% for the Convergence regions and maximum 70% for the rest).

The second information concerns the public co-financing of EU partners, which is the contribution stated in the letter of commitment of each EU partner. Please insert the contribution in the line related to the source of the contribution (e.g. State, Region, Local, Others).

The sum of this first two contributions leads to sub-total 1.

The third information concerns co-financing of EU private partners. Normally private partners are not eligible to receive ERDF in the framework of URBACT II. This means that their contribution should not be used to calculate the percentage of ERDF funding. Any exception to this rule shall be proposed to and approved by the Monitoring Committee (according to the URBACT II Operational Programme).

The sum of co-financing from EU private partners leads to sub-total 2.

The fourth information of this table concerns public co-financing of non-EU partners. This contribution is not eligible to be refunded by ERDF funding and cannot be used to calculate the percentage of ERDF funding. Please insert the contribution in the line related to the source of the contribution (e.g. State, Region, Local, Others). Partners from Norway and Switzerland shall be refunded at maximum 50% by the respective national contributions. For this reason, in case of partners from Norway and Switzerland, please indicate both the partner co-financing and the national contribution using the lines related to the source of the contribution (e.g. State, Region, Local, Others).

The sum of public co-financing of non-EU partners leads to sub-total 3.

The fifth and final information concerns co-financing of non-EU private partners. This contribution is not eligible to be refunded by ERDF funding and cannot be used to calculate the percentage of ERDF funding.

Please be sure that the totals per partner and per funding source are correct.

## **Budget table 1.2**

This table must be filled in with the estimated expenditure per year and budget line. The totals per budget line must match with table 1.4 of the budget. The totals per year must match with table 1.3.

## **Budget table 1.3**

This table concerns the expenditures per year and source. The totals per year must match with table 1.2. The totals per funding source must match with table 1.1.

## Budget table 1.4

This table concerns a detailed breakdown of the estimated project's expenditure into the following main categories:

1) Project coordination (incl. Overheads)	General costs, administrative costs, legal costs, etc.
2) Personnel	Costs for the personnel employed by the partner/lead partner's institutions officially listed in the Declaration of Interest
3) Meeting organisation	Costs for the organization of meetings, conferences and seminars (venue, interpretation, catering, etc.)
4) Travel and accommodation	Costs for travel and accommodation of personnel and experts involved in project activities
5) Communication and dissemination	Costs for newsletter, brochures, other communication and dissemination tools
6) External expertise	Costs for external experts (excluding thematic experts)
7) Equipment	Small scale investments in equipment that is strictly necessary for the implementation of the project
8) ULSG	Costs for funding the URBACT Local Support Groups (meetings, training sessions, etc.)
9) Managing Authorities (only for thematic networks)	Costs for the participation of the Managing Authorities taking part to the network activities and especially to the milestones meetings

In the first column, "budget line", please fill in the secondary budget lines for each main category with a clear explanation of each one (e.g. in main category 2 "personnel" please outline some secondary budget lines like "project coordinator", "financial officer", "communication officer", etc.; in main category 4 "travel and accommodation" some examples can be "project's launch and first steering committee, 2 days, 20 participants", "third working session, one day, 10 participants", etc.).

*Please consider that costs for project co-ordination (main category 1) comprise administrative costs that are incurred in relation to the overall management of the project. They cover for instance legal fees (e.g. for*

*partnership contracts), fees for bank guarantees, insurance fees, courier services, etc.*

If the costs for project coordination exceed the 5% of the total budget, they need to be itemized in detail (through the secondary budget lines). Otherwise, if they stay within the 5% of total project's budget, they can be indicated as a lump sum for main category 1.

Project coordination costs both within and above the 5% of the total budget, must be duly justified once accounted.

The second column, "Work Programme Activities", shall be filled in indicating the number of the relevant action planned in the summary framework for the Project Development Phase (section 2.3 of the Declaration of Interest). Every secondary budget line must be linked to one action.

The third column, "No. of units", shall be filled in with a number of units per secondary budget line. The nature of unit can change from a category to another (e.g. in category 1, the unit will be a lump sum if the cost is within 5% of the total budget, or it will be itemised if the cost is higher than 5%; in main category 2, the unit is represented by the number of man-days, etc.). Please refer to the type of unit indicated for each main category.

The fourth column, "Rate/unit", shall be filled in with the cost per unit. The multiplication of number per unit by cost per unit shall lead to the total amount of the secondary budget line.

The fifth column, "cost", shall be filled in with the estimated cost per secondary budget line.

The total costs of each main category must match with the figures indicated in table 1.2.

Additional information on the eligible costs per budget line are available in the Programme Manual, fact-sheet 6b, section 4.

## **Budget table 1.5**

This table concerns the expenditure per action planned in the summary framework for the Project Development Phase (section 2.3 of the Declaration of Interest). Please fill in the table with a total cost per each action, keeping in mind that this information must match with table 1.4. Particularly, the budget of each action must correspond to the sum of the costs of the secondary budget lines linked to that action in table 1.4.

## **SECTION 5 - Bank Information**

Please provide the requested bank information concerning the account to which the ERDF has to be transferred.

## **SECTION 6 - Detailed information on the LEAD and project partners**

The tables should be completed for each project partner including the Lead Partner. The Lead Partner is required to provide information concerning the relevant contact persons for project coordination, financial management and communication.

All project partners need to complete the following information:

- Organization or local authority involved
- Relevant department
- Legal Status – please insert a code from the list below

National Administration	NA
Regional Administration	RA
Local Administration	LA
Economic and Social Partners	ESP
Private Companies	PC
Non governmental organization	NGO
University	U
Other Please Specify	O

- Address, telephone, fax and e-mail details should be provided
- Contact person should be a permanent contact throughout the project implementation. Only this person will be provided with access to the on-line accounting and management system PRESAGE-CTE (additional information about PRESAGE-CTE is available in Fact-sheet 6a, section 1.4, of the Programme Manual)

## **SECTION 7 – Certifying bodies**

Each partner should state the name, address and e-mail of the approved certifying body. More information about certifying bodies roles and responsibilities can be found in the URBACT II Programme Manual, **Fact sheet 6c**.

## **SECTION 8 - Certification**

The application should be signed by an elected Member from the Lead Partner city and by the project's financial responsible. Original signatures are required.

## **ANNEXES**

### **Letter of Commitment – Lead Partner**

An example of a letter of commitment is outlined as an annex to the Declaration of Interest form. The Lead Partner should complete this letter on headed paper and it must be signed by a Political Member with authority to sign for the Lead Partner city.

### **Letter of Commitment – Project Partner**

An example of a letter of commitment for each project partner is outlined as an annex to the Declaration of Interest form. The project partners should complete this letter on headed paper and it must be signed by a Political Member with authority to sign for the Partner city.

## **CONCLUSION**

The checklist outlined below should be completed before submitting your proposal to ensure that your dossier is complete for assessment:

- The Lead Partner encloses an electronic version of the completed Declaration of Interest (Word doc and Excel tables) and all annexes by e-mail to [project.application@urbact.eu](mailto:project.application@urbact.eu) no later than **15 February 2008**.
- The Lead Partner encloses a complete hardcopy version of the application with original signatures to be sent to the URBACT Secretariat in Paris no later than **15 February 2008** (documents must be postmarked no later than 15 February 2008). If the electronic version has been signed with the electronic signature, there is no need for a hardcopy version.
- Letters of Commitment including details of co-financing levels for all financial partners are submitted in original format and signed by an Elected Representative.
- All the budget information is completed and corresponds to the Declaration of Interest form and the letters of commitment.
- The Lead Partner has had the application signed by an Elected Representative and a Finance Director (same comment as in page 8, under section 7)
- The application has been filled in completely and in full with no sections empty
- Applications has been filled in **in English**.

**For additional information, see FAQ on [www.urbact.eu](http://www.urbact.eu)**

OR contact the URBACT Secretariat at [contact@urbact.eu](mailto:contact@urbact.eu)