# footer-urbactfooter-co-funded_1 EU

OUTLINE OF MAIN COMPONENTS OF THE APPLICATION FORM

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| **Tabs** | **Bulles d’aide** | **Word limit** |
| **Description** | Synthesis elements describing your project. Indicate the length of the project.  Start date shall be 01/09/2024. End date shall be 01/08/2026. The description should not exceed 500 characters including spaces. | 500 characters included spaces (3 lines) |
| **Partners** | Complete the partnership.  Choose between “ERDF/Swiss fund/Norway fund/IPA fund” before filling in the financing plan for the partner. The maximum budget eligible for the network cannot exceed.  Add as many contacts as you want for each partner. Please provide at least the name of the local project coordinator. |  |
| **Deliverables** | Please only choose these project deliverables: WP2 – Transferability Study  WP2 - Transnational meetings WP2 - Communication Plan  WP2 – Network Articles  WP2 – Network Result Product (Network Final Report)  WP2 – Quarterly Network Reports (journals)  WP3 – ULG contact list  WP3 – Investment Plan (Transfer Partners)  WP3 – Continuity Plan (Lead Partner) |  |
| **Expenditure subcategories** | Please ignore this tab. The expenditure table will have to be filled in later in the application process, under Section 8.3. |  |
| **Work plan** | Your project work plan should be structured around 3 Work Packages. DO NOT create any other Work Package. DO NOT try to add any activity. |  |
| **Indicators** | You do not need to complete this section. |  |

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| 1. **PROJECT SYNTHESIS** | **Bulles d’aide** | **Word limit** |
| * 1. **Project identity (incl. title and duration)** | This section is automatically filled in with data input in the section “Main Elements”. |  |
| * 1. **Summarised description of the issue to be addressed by the network** | This section is automatically filled in with data input in the section “Main Elements”. | 500 characters including spaces (about 3 lines) |
| * 1. **Proposed partnership** | This section is automatically filled in with data input in the section “Main Elements”. |  |
| * 1. **Links to the Cohesion Policy Objectives** | Please explain how your proposal links to the Cohesion Policy Objectives referred to in Article 5(1) of Regulation (EU) 2021/1060. |  |
| * 1. **Total budget** | This section is automatically filled in and cumulated from the data input in section 1.3., in each partner's financing plan. |  |
| 1. **PRESENTATION OF PROJECT PROPOSAL** |  |  |
| * 1. **Thematic Content** |  |  |
| * + 1. Description of the UIA practice & link to European urban policy context 2021-2027 | Present in detail the UIA Practice outlining the original policy challenge addressed and linking to the European urban policy context 2021-2027 (in particular the Cohesion Policy objectives and scope)  **ATTENTION – text over 4500 characters (including spaces) will not be read.** | 4500 characters including spaces (approx. 1 A4 pages) |
| * + 1. Transfer Potential of the UIA Practice | Decribe the Transfer Potential of the UIA practice  **ATTENTION – text over 4500 characters (including spaces) will not be read.** | 4500 characters (approx. 1 A4 pages) |
| * + 1. Possible barriers & challenges for the transfer of the UIA Practice | Describe the possible barriers and challenges linked to the transfer of the UIA innovation  **ATTENTION – text over 4500 characters (including spaces) will not be read.** | 4500 characters (approx. 1 A4 pages) |
| * 1. **Shall the proposal contribute to the URBACT Specific Objectives (related to Innovation Transfer Networks)?** | It is expected that Innovation Transfer Networks, as a result of the adaptation and re-use of good practices successfully implemented, will foster improvement of integrated and participatory urban policies in European cities and the delivery of these policies on the ground.  **Please tick yes** and comment briefly on how the proposal will build the capacities of cities to design and implement sustainable urban development policies in an integrated, participatory and place-based approach. | 500 characters (approx.3 lines) |
| * 1. **How will gender equality and equal opportunities be addressed by the network?** | Concrete examples of how equal opportunities (especially gender) have been integrated into the working of the network should be outlined.  **ATTENTION – text over 4500 characters (including spaces) will not be read.** | 4500 characters (approx.1 A4 page) |
| * 1. **How will environmental sustainability be addressed by the network?** | Concrete examples of how environmentally sustainable actions have been integrated into the working of the network should be outlined. This should include some information concerning the carbon footprint of the network.  **ATTENTION – text over 4500 characters (including spaces) will not be read.** | 4500 characters (approx.1 A4 page) |
| * 1. **How will digitalisation be addressed by the network?** | Concrete examples of how digitalisation has been integrated into the working of the network should be outlined.  **ATTENTION – text over 4500 characters (including spaces) will not be read.** | 4500 characters (approx.1 A4 page) |
| * 1. **What is the added value of this network related to the theme proposed?** | Reference should be made to how this network theme complements those of previous URBACT projects and how it adds value to other EU policy initiatives.  **ATTENTION – text over 3500 characters (including spaces) will not be read.** | 3500 characters (approx. ¾ A4 page) |
| 1. **RATIONALE OF PROPOSED PARTNERSHIP** |  |  |
| * 1. **Profile of the Partner Cities** |  |  |
| **LP City 1** |  |  |
| * + 1. Local challenges of city partners specific to the UIA innovation | For each partner, provide information on local challenges in relation to the policy addressed by the UIA practice. | 2000 characters per partner (approx. ½ A4 page) |
| * + 1. Local strategic framework of the city specific to the UIA innovation | For each partner, provide information on strategies and/or action plans which are relevant to the UIA practice. | 2000 characters per partner (approx. ½ A4 page) |
| * + 1. Local links to Sustainable Urban Development through Cohesion Policy (& through IPA flagships and priorities where relevant) | For each partner, provide information on links to the urban dimension of Cohesion Policy (SUD, New Leipzig Charter, Article 11, EUI, etc) and to IPA priorities, when relevant. | 2000 characters per partner (approx. ½ A4 page) |
| * + 1. Motivation and commitment of each city to join the network | For each partner, provide information on the motivation to join the network and transfer the UIA practice. | 2000 characters per partner (approx. ½ A4 page) |
| * + 1. Local Stakeholders to be involved in the URBACT Local Group | For each partner, provide information on the key stakeholders to be involved at local level | 2000 characters per partner (approx. ½ A4 page) |
| * + 1. Potential for investment plan to be funded and implemented | For each partner, information on the potential to fund/implement the investment plan, notably through cohesion policy funds and programmes, should be provided. | 2000 characters per partner (approx. ½ A4 page) |
| **Repeat for each PP City (up to PP6)** |  |  |
| * 1. **Motivation and expectations of the UIA city** | Please explain the motivation and expectations for the UIA city to transfer their experience and work on the continuity plan for their UIA innovation.  **ATTENTION – no text over 4300 characters (including spaces) will be used.** | 4300 characters (approx. 1 A4 page) |
| 1. **ACTIVITIES AND EXPECTED OUTPUTS** |  |  |
| * 1. **Description of Work Package 1- Network management** |  |  |
| * + 1. Organisation of the project coordination | Describe the main management arrangements to ensure a sound management of the network (human resources allocated, division of tasks, internal procedures, etc.).  **ATTENTION – no text over 4300 characters (including spaces) will be used.** | 4300 characters (approx. 1 A4 page) |
| * + 1. Proposed approach to network-level and local-level communication | Candidate Lead Partners should explain the general organisation and approach foreseen for network-level and local-level communication as well as dissemination of the work of the network.  **ATTENTION – no text over 2800 characters (including spaces) will be used.** | 2800 characters (approx. ¾ A4 page |
| * + 1. Activities to be implemented under WP1 | Refer to the Guide for Innovation Transfer Networks for detailed information on compulsory activities under Work Package 1.  **ATTENTION – no text over 8500 characters (including spaces) will be used.** | 8500 characters (approx.. 2 A4 pages) |
| * 1. **Description of Work Package 2 – Network Level Activities** |  |  |
| * + 1. General framework for Network Level Activities | Candidate Lead Partners should explain the general organisation and methodology foreseen in order to carry out the activities at network level (engaging, consolidating the partnership, analysing the UIA practice, designing the methodology for exchange and learning).  **ATTENTION – no text over 8500 characters (including spaces) will be used.** | 8500 characters (approx.. 2 A4 pages) |
| * + 1. Proposed content, tools and methods for the transnational exchange and learning activities | Refer to the Guide for Innovation Transfer Networks for detailed information on expectations concerning transnational exchange and learning activities.  **ATTENTION – text over 8500 characters (including spaces) will not be read.** | 8500 characters (approx. 2 A4 page) |
| * + 1. Expected outputs under WP2 | Refer to the Guide for Innovation Transfer Networks for detailed information on outputs to be delivered as result of the activities under Work Package 2. |  |
| * 1. **Description of Work Package 3 – Local Level Activities** |  |  |
| 4.3.1 General framework for Local Level Activities | Describe the methodology proposed for the local activities with key stakeholders involved in the URBACT Local Groups (setting up the ULG, identification of the right ULG coordinator, identification of key stakeholders articulation with transnational activities, resources for the animation of the local group, ideas for ULG working etc.). Reference to the partner profiles and to the network methodology should be made.  **ATTENTION – text over 4300 characters (including spaces) will not be read.** | 4300 characters (approx. 1 A4 page) |
| 4.3.2. Short description of the principles for linking transnational activities under WP 2 and local activities under WP3 | Describe the principles for linking the transnational learnings with local activities in order to make the best use of it and maximise the impact at local level.  **ATTENTION – text over 2800 characters (including spaces) will not be read.** | 2800 characters (approx. ¾ A4 page |
| 4.3.3. Expected outputs under WP3 | Refer to the Guide for Innovation Transfer Networks for detailed information on outputs to be delivered as result of the activities under Work Package 3. |  |
| 1. **PROJECT WORK PLAN** |  |  |
| 1. **PROJECT MANAGEMENT AND LEADERSHIP** |  |  |
| * 1. **Lead partner experience (highlights of city’s experience)** | Describe the Lead Partner City’s competency in managing EU co-financed projects or indicate how the Lead Partner City can ensure adequate measures for management support.  **ATTENTION – text over 2800 characters (including spaces) will not be read.** | 2800 characters (approx. ¾ A4 page) |
| * 1. **Experience of proposed project coordinator** | Indicate the name of the proposed project coordinator outlining experience of this type of work and why he/she would be in the best position to fulfil the role of project coordinator.  **ATTENTION – text over 2800 characters (including spaces) will not be read.** | 2800 characters (approx. ¾ A4 page) |
| * 1. **Presentation of the Lead Partner project team (roles and responsibilities)** | This section should outline the people, specific role in the project and time dedicated (project, local, finance, communication).  **ATTENTION – text over 2800 characters (including spaces) will not be read.** | 2800 characters (approx. ¾ A4 page) |
| 1. **USE OF EXPERTISE** |  |  |
| * 1. **Proposed use of expertise resources allocated by the Programme** |  |  |
| * + 1. Proposed use of URBACT Lead Experts | Indicate the needs identified by your network which you expect to be fulfilled by the Lead Expert. Skills and capacities required by this expert should be listed. 3 URBACT validated Lead Experts with relevant skills should be identified (letters of intent signed by these experts will need to be provided as part of the application package).  **ATTENTION – text over 4300 characters (including spaces) will not be read.** | 4300 characters (approx. 1 A4 page) |
| * + 1. Proposed use of URBACT Ad Hoc Expert(s) | Indicate the needs identified by your network which you expect to be fulfilled by the Ad Hoc Expert(s). Skills and capacities required by the expert(s) should be listed. | 4300 characters (approx. 1 A4 page) |
| 1. **BUDGETARY PROPOSAL** |  |  |
| * 1. **Financial contribution by partner and source (incl. ERDF, IPA III funds and local contribution)** | Automatically filled based on the information provided in section 1.3 (section on each partner’s financing plan) |  |
| * 1. **ERDF/IPA per year** | For each year, update the ERDF amount and click on the button save. Make sure it is consistent with information provided in the partners' financing plans (section 1.3.) and with the table in section 8.1. |  |
| * 1. **Expenditure per partner, per year and budget subcategory** | Select the Lead Partner as well as each partner. Once selected, go to a budget line and click on the icon with paper and pencil. Indicate the amounts per year and click on the button “OK” to save the modifications. Do it again for each budget line. |  |
| * 1. **Expenditure per year and budget category** | Automatically filled based on information input in section 8.3 above |  |
| * 1. **Project cost per budget line** | Automatically filled based on information input in section 8.3 above |  |
| * 1. **Project costs per budget category – Justification/Explanation** | Provide explanation on the costs forecast and link to the project activities or any information on the rationale for allocating the costs to the budget of the network.  **ATTENTION – text over 700 characters (including spaces) per category will not be read.** | 700 characters per budget category on average**.** |
| 1. **SIGNATURE** |  |  |
| Signature of the Lead Partner/project coordinator |  |  |