URBACT

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URBACT IV – PRACTICAL GUIDE TO SYNERGIE

APPLICATION FORM — ACTION PLANNING NETWORKS

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INTRODUCTION

The following document is a guide to completing the URBACT IV Application Form for Action Planning Networks in SYNERGIE-CTE. It explains what is expected from the applicant and indicates where further information can be found.

This Guide for Applicants should be used in conjunction with the URBACT IV Cooperation Programme, the URBACT IV Programme Manual, the Terms of Reference of Action Planning Networks application procedure and the Guide to URBACT Action Planning Networks.

The Application Form has been designed with the eligibility criteria and assessment criteria in mind, therefore applicants are advised to consider these criteria when completing the form.

> **The deadline to submit the Application Form is 31 March 2023, 15:00 CEST.**

⭐ **We strongly recommend that you prepare your project proposal as a WORD document for the larger 'free text' sections before entering data in SYNERGIE-CTE to avoid problems with saving. The budget can also be prepared in advance using Excel tables** (see template in Annex III of this guide).

Please use the template documents available along with this Practical Guide in the https://urbact.eu/get-involved webpage.

This document aims at providing guidelines for Lead Partner completing the Application Form on the SYNERGIE-CTE platform. The Lead Partner is in charge of the application for the whole network. The partners do not have access to the platform until the project is approved.

We highly recommend you to gather all the information from your partners before starting the application process. You need to foresee enough time to fill in the entire application form and by having the information beforehand you will be able to follow each step smoothly.

Submitting an application takes a lot of time. You can save as you go along and complete the information in several steps. Do not underestimate the time needed to prepare a high quality application.

Finally, in the rest of this guide, please note that:

- Indications preceded by "**>**" are steps to be taken by you.

- Indications preceded by "⭐" are information/tips to help you proceed.

1. CREATE / LOG INTO YOUR ACCOUNT IN SYNERGIE-CTE

The first step to submit your project proposal through SYNERGIE-CTE consists of **creating the Lead Partner account**. You can do this by choosing a log-in and password, which will allow you to enter the system and work on your application at any time until the submission deadline 31 March 2023, 15.00 pm CEST.

In any case, connect to SYNERGIE-CTE by using the following link: https://cte-2127.synergie-europe.fr/

> ⭐ We recommend you to use the browser **Mozilla Firefox or Google Chrome** as you might encounter some difficulties with the SYNERGIE-CTE system if using Internet Explorer.

Step 1a. Create an account

The home-page will appear.

> Click on "*create an account*" on the top bar.

The screen appears.

> Click on "Create a user account for the programme URBACT IV"

> ⭐ If the screen appears in French, click on the UK flag on the top right corner to go to the version in English

Step 1b. Create your SYNERGIE Account

This screen appears: **"Create a user account for the programme URBACT IV"**

As a candidate Lead Partner under URBACT IV you have to create a new account 21-27 by clicking on "You do not have a user account for SYNERGIE CTE" and clicking on "Proceed" button.

Please note that your potential precedent account on SYNERGIE CTE 14-20 is not valid on this new platform.

Step 2. Create/Select an organisation

This screen appears: **"Search for an organization from the cross-programme database"**

As a candidate **Lead Partner**, you are requested to provide information on your organisation.

At this stage, there are 2 possibilities:

- Your institution <u>already exists</u> in the system, and you have to **select** it in the list available

- Your institution <u>does not exist</u> and you have to **create it**

In order to check if your organisation already exists, use the fields to Search for it.

> Start searching for your organisation using the "**Country**" field. For example, "Italy".

⭐ **If you find your organisation, please do not create it again.**

It can happen that the organisation has already an administrative code with type of code "N° gestion interne prog." this is not an issue, you can select it.

If the type of code is "TIN" or "IVA" or "Codice fiscale", etc., please check and ensure that the administrative code is correct.

If your Organisation already exists, click on Select and go to **Step 4. "Create a contact"** (below)

> If your organisation does not already exist in the database, click on "*Add an organisation to the database*".

Step 3. Create an organisation

If you did not find your organization, then on the same page do not select one of the existing but rather click on "*Add an organisation*". Then the following screen will appear.

> Create your organisation filling in the fields.

Fields in yellow are compulsory

⭐ ■ **Creating your organisation, please simply use the name of the City (for ex.: Bologna/Thessaloniki) and avoid using**

wording like "Citta di Bologna" or "Thessaloniki City Council".

- **Please use English for the legal name of the organisation (for ex.: Naples/Warsaw) and avoid the local name used in your language like "Napoli" or "Warszawa".**

- **Category** : please choose « *Local Public Authority* »

- **Administrative Code**: when creating a new organisation in the system, an administrative code must be provided according to national legislation.

> You will find indications about the administrative codes per country in Annex II of this Guide.

> Make sure you get these codes from your partners before entering data.

Press Save

Step 4. Create a contact

Once you have selected/created your Organisation, the following screen should appear.

You are requested to fill in at least the compulsory fields (fields in yellow):

- Name/Firstname

- Email address

- Address

- Postcode

- City

- Country

- NUTS2/NUTS3 codification

- Create your password respecting the rules

- Fill in the captcha

  - Select the UK flag to choose English language.

  - **You can find further information about NUTS (Nomenclature of Territorial Units for Statistics) codes via these links here and NUTS maps there.**

  - For the captcha, if the picture is not clear enough, you can click on the 1st blue button to change it.

Click on the Save button in order to save your data in the system.

> Your account has been created!

Once your account has been created, a message appears in the top green box.

Step 5. Validate your account

If you try to log in directly, an error message appears in the top red box. You have first to validate the account, so check in your mailbox and click on the validation link.

Go to your mail box.

You will find a message sent by SYNERGIE-CTE (no-reply@synergie-europe.fr).

It can take a few minutes for the email to arrive, so be patient and make sure to check the spam box.

> Once you received the email, in order to validate your account, click on the link in the email. Be careful, the link is only valid for 7 days.

You are then automatically sent back to the platform and can start creating your project proposal.

2. CREATE YOUR PROJECT PROPOSAL

To submit your project proposal through SYNERGIE-CTE, you have to log in with your **Lead Partner account (the one you just created)**, which will allow you to enter in the system and work on your application at any time until the submission deadline 31st March 2023, 15:00 CEST.

To open your application form, you will need to connect to the SYNERGIE-CTE website: https://cte-2127.synergie-europe.fr/

Step 6. Create a project

By clicking on the link in the email you received, this screen appears.

You are given the possibility to choose **"Call for proposals Action Planning Networks – UIV Call 1 APN"**.

> Please select the option and click on Submit a project idea for programme URBACT IV.

Your project page appears.

You are first asked to Select a reference partner .

You will have to create it, as the list is empty.

Click on → Add a partner to the repository.

Once completed and saved the page of partner creation, you are led back to the initial screen and now you can complete your **project acronym**. It should be short, snappy and highlight the theme.

Then select the **Priority axe – Investment priority – Specific objective** to which your project is linked.

For this Call for Action Planning Networks, all networks shall select the specific objective 1.1.1 "Promoting Integrated Sustainable Urban Development through Cooperation".

BE CAREFUL: to open the menu CLICK on the little triangle at the left side of the Investment priority 1. REPEAT to select the specific objective 1.1.1

To conclude the project creation, CLICK ON Proceed ? **.**

3. COMPLETE YOUR APPLICATION FORM

You can now start completing the Application Form.

The Application Form is composed of **9 main chapters**:

    I PROJECT SYNTHESIS

   II PRESENTATION OF PROJECT PROPOSAL

 III RATIONALE OF PROPOSED PARTNERSHIP

  IV ACTIVITIES AND EXPECTED OUTPUTS

   V PROJECT WORK PLAN

  VI NETWORK MANAGEMENT AND LEADERSHIP

 VII USE OF EXPERTISE

VIII BUDGETARY PROPOSAL

  IX SIGNATURE

Shows the progress of your application

Project Project Acronym

12 %

Enter main elements

In almost every section to be completed you will find a "*Hints and Tips*" section in a green box, which provides guidance on the information requested and the level of detail required.

You can view a PDF version of you

This document is based in the follow

- **I 1.PROJECT SYNTHESIS**
  - 1.1 Project identity
  - 1.2 Summarised description of the issue to be addressed by the network
  - 1.3 Proposed Partnership
  - 1.4 Links to the Cohesion Policy Objectives
  - 1.5 Total budget
- **II 2. PRESENTATION OF PROJECT PROPOSAL**
  - 2.1 Thematic Content
    - 2.1.1 Definition of the issue / policy challenge to be addressed
    - 2.1.2 Link to European urban policy context 2021-2027 (in particular the Cohesion Policy objectives
  - 2.2 Shall the proposal contribute to the URBACT Specific Objective 2 (related to Action Planning Networks)?
  - 2.3 How will gender-equal policy making be addressed by the network?
  - 2.4 How will green transition be addressed by the network?
  - 2.5 How will digital transformation be addressed by the network?
- **III 3. RATIONALE OF PROPOSED PARTNERSHIP**
  - 2.6 What is the added value of this network related to the theme proposed?
  - 3.1 Profiles of the Partner Cities
    - 3.1.1 Local challenges of city partners specific to the network theme
    - 3.1.2 Local strategic framework of the city specific to the network theme
    - 3.1.3 Local links to Sustainable Urban Development through Cohesion Policy
    - 3.1.4 Motivation and commitment of each city to join the network
    - 3.1.5 Added value of being involved in an URBACT network
    - 3.1.6 Local Stakeholders to be involved in the URBACT Local Group
    - 3.1.7 Potential for actions to be funded/ implemented
  - 3.2 Why does it make sense for these cities to work together? What added value will be created?
- **IV 4. ACTIVITIES AND EXPECTED OUTPUTS**
  - 4.1 Description of Work Package 1- Network management
    - 4.1.1 Organisation of the project coordination
    - 4.1.2 Activities to be implemented under WP1

Step 7. Application Form — Enter main elements

The index of your Application Form appears. You can start inputting data.

⭐ If you log out, this screen will automatically appear when you log back in.

You can click on each section to its content.

⭐ **We strongly advise you to start filling in the application form by clicking on "Enter main elements". As you will see, some sections of the Application Form will be automatically filled based on information you will have provided in the main elements (partnership, financing plan…).**

> Click on "**Enter main elements**".

⭐ As long as the "Main elements" section is not completed, always resume the application procedure by clicking on "**Enter main elements**".

This screen appears when clicking on "Enter main elements".

> ⭐ We strongly advise you to fill in the main elements following the horizontal menu on the top of the page. The sections included in the horizontal menu (Description, Partners, Deliverables, Work plan) provide the key elements of your project and some information will automatically be used for other sections of the Application Form.

Step 7.1 Description

- **Acronym:** already filled in with information provided when creating your project.

- **Start / End date:** Please enter the following dates **(click on the calendar the change the dates)**:
  > Start date will be: 01/06/2023.
  > End date will be: 31/12/2025.

- **Project title:** Each Network shall have a full project title.

- **Short Description:** This short description of the project will be used in URBACT IV publicity material and on the website so should focus on the main objective and main issue to be addressed by the project and indicate the expected results. The response should clearly state how the project aims at meeting the main aims of the URBACT IV programme. *This section should not exceed 500 characters (including spaces).*

> ⭐ **SAVE REGULARLY:** as the information is not automatically saved, please always make sure to click on the button "Save" at the bottom of each screen.
>
> Please remember to tick the box at the bottom of the page, section by section, to record that you finished filling information.

> ⭐ We strongly advise you to fill in the main elements following the horizontal menu on the top of the page. The sections included in the horizontal menu (Description, Partners, Deliverables, Work plan) provide the key elements of your project and some information will automatically be used for other sections of the Application Form.

Description | **Partners** | **Deliverables** | **Expenditure subcategories** | **Work plan**

▣ **Project partner list**

- 🗑 **Cesano Boscone** 👤

General info. ⊕

Contact list ⊕

Add partner

☐ Tick box if you have finished inputting information on this screen

Save

▣ **Search for an organisation from the cross–programme database**

Organisation ❓

Country	▾	Administrative code
Legal name of organisation		ASP reference code
Acronym		Category

Search

- Proceed with the next tab, here "Partners".

Step 7.2 Partners

All your partners must be added in this section.

You are requested to provide information for each partner by clicking on the name of the partner.

> Fill in the information starting with the Lead Partner, clicking on the Lead Partner's name.

To add a partner **click on "Add partner"** and repeat the same procedure used to add the Lead Partner.

It is highly possible that your partners will not be already in the database. Make sure to input the information properly when creating a new organisation.

Adding a partner: Create/Select an organisation

When you click on "Add partner", this screen appears: **Search for an organisation from the cross–programme database**

At this stage, there are 2 possibilities:

- Either the partner institution **already exists** in the system, and you have to select it in the list available

- Or the partner institution **does not exist** and you have to create it

> In order to check if the organisation already exists, use at least one field to search for it.

⊞ Search for an organisation from the cross-programme database

ORGANISATION ⓘ

Country	FRANCE ▾		Administrative code	▾
Legal name of organisation	Nantes		ASP reference code	
Acronym			Category	▾

SEARCH

⊞ Organisation search result of the database (in the language selected)

Filter

ASP reference code	Organisation name	Acronym	Type of code	Administrative code	Country	Category	Validated	Affiliated organisation	Add an associated organisation	
577	Nantes		[en]SIRET	123 123 123 12345	FRANCE	Local Public authority	✅		✴	Select

Add an organisation to the database (without affiliation)

⊞ Creation of a new organisation

ORGANISATION

Legal name of organisation	🇬🇧
	Nantes
Country	FRANCE ▾
Category	Local Public authority ▾
Acronym	🇬🇧
	Business/Institutions repertoire identification system (SIRET) ▾
Administrative code	ⓘ
Contacts available only for the administrator and the MA referents	☐

Save

> Start searching for the organisation using at least one field. *For example, "France" and/or "Nantes".*

> If the organisation already exists, click on the icon Select and press button Save. Partner information must be saved in order to complete the following tabs.

> Then, go to "Partner's Finance" (below)

> If the organisation does not already exist in the database, click on **Add an organisation to the database**.

Adding a partner: Create an organisation

If you clicked on "**Add an organisation**", the following screen will appear.

> Create the organisation filling in the fields. Fields in yellow are compulsory.

⭐ Creating the organisation, please simply use the name of the City (for ex.: Bologna/Thessaloniki) and avoid using wording like "Citta di Bologna" or "Thessaloniki City Council".

⭐ Please use English for the legal name of the organisation and avoid the local name used in your language like e.g. "Warszawa".

> Category : please choose « Local Public Authority »

> Administrative Code: when creating a new organisation in the system, an administrative code must be provided according to national legislation.

▪ You will find indications about the administrative codes per country in Annex II of this Guide.

▪ Make sure you get these codes from your partners before entering data.

> Press the Save button.

A message in red "The organisation is not validated" might appear. Do not pay attention to it. It will not prevent you from submitting the application form.

Adding a partner: Create the partner in the database

Once you saved, this screen appears.

Here, you should add the partner itself to the repository. If this is a particular department of the organisation, you can add it here. Otherwise simply indicate the city name under "**Label**".

Once again, all fields in yellow have to be filled in:

- Address

- Postcode

- City

- Country

- NUTS2/NUTS3 codification

- VAT status (see ⭐ below)

- Partner type: please choose "public"

- Eligibility area: indicate if the partner is located in a region categorised as More Developed, in Transition or Less Developed (you can check the status of regions on this **map**).

⭐ You can find further information about **NUTS (Nomenclature of Territorial Units for Statistics) codes** via these links **here** and **NUTS maps there**.

Do not forget to indicate VAT status as well. Check if the VAT is borne by the partner or can be recovered.

⭐ **Value Added Tax (VAT):** Rules on VAT vary between countries; detailed specific national VAT legislation and restrictions apply. You are requested to provide a confirmation about your VAT status: if the partner pays VAT, is this VAT recoverable or not (partially or fully)?

Please tick the relevant box. If the VAT is partially recovered, please provide explanations in the free text box

⭐ You will be able to add a contact to the partner once the partner is created.

> Press the Save button.

> Once you saved, this screen showing the partner's profile automatically appears. You should fill in the data for each partner. Before going to the following tabs, you need to fill in the partner's description first.

⭐ For each partner, we recommend to fill in all the information in the tabs (description, finance, contact, bank details), following the horizontal menu. All fields in yellow are compulsory.

> **Partner's Description**

When you click on one partner's name, this screen appears.

■ 2014 - 2020 participation: Indicate if the partner has been involved in an URBACT project during the previous programming period by ticking the box.

It is COMPULSORY to indicate in the "Regrouping" field if the partner is from a less-developed, a transition or a more developed region, from Switzerland, Norway or Instrument for Pre-Accession (IPA) countries.

> Do not forget to Save

> Click once more on the partner's name

> Click on the second tab "Finance"

> ## Partner's Finance

Action Planning Networks are mainly co-financed by the European Regional Development Fund (*ERDF*). The remaining budget not covered by ERDF, Swiss, Norway or IPA funds has to be covered by each project partner (*public co-financing*). The maximum total eligible budget Action Planning Networks is 850,000.00€.

For each partner, in this section, you have to enter the financial contributions, both ERDF, Swiss, Norway or IPA funds and public co-financing. So, select which typology of funds concerns you.

> In the screen, please select the fund (ERDF, Swiss/Norway or IPA funds, as relevant).

> If you change the default selection on ERDF to IPA or Norway and Switzerland funds you will get this pop up, where you have to click on OK .

Once completed this, click on the link "**Total eligible budget**" and indicate the data for the concerned partner.

Total eligible detail

	🇬🇧	Eligible total budget
Cash amount		50000.00

Save

> This screen appears. Enter the total eligible budget for the partner (here 50,000.00 Euros as an example)

> Click on Save

Description | Finance | Contacts | Partner's bank account details

⊞ **Partner financial contribution**

Partner financial contribution must be entered into the table bellow

⊞ **Financing plan**

Declare financing plan on this fund:

ERDF ▾

Financing source		Title or name of cofinancor	Amount	%
ERDF	✚			
Public co-financing	✚			0.00 %
	Total Public co-financing ERDF		€0.00	0.00 %
Total eligible budget ⓘ			€100 000.00	100.00 %
Other Financing				
Total			€0.00	100.00 %

Save

Source details ERDF

Title or name of cofinancor	🇬🇧	ERDF
Cash amount		35000.00 The partner's VAT is not recoverable, thus the expenditure can be declared with VAT included
Rate of the fund		70 %

Save

> Back on this screen, click on the "✚" next to ERDF or IPA.

The ERDF co-financing rate for an Action Planning Network is calculated at network level on the basis of the different co-financing rates for each partner.

• Partners from 'more developed' regions are co-financed up to 65% by ERDF

• Partners from 'transition' regions are co-financed up to 70% by ERDF

• Partners from 'less developed' are co-financed up to 80% by ERDF

⭐ • Switzerland is a partner state of the URBACT programme. Partners from Switzerland can be co-financed up to 50% by a Swiss national fund

• Norway is a partner state of the URBACT programme. Partners from Norway may participate in Action Planning Networks with Norwegian national funds covering up to 50% of the costs.

• Partners from IPA countries can participate in operations using IPA funding, without receiving ERDF co-financing. Partners from IPA countries are co-financed by up to 95% by IPA Funds.

• Partners from other countries, anywhere in the world, can participate with their own funding.

> Indicate the fund rate for the partner (in the example, ERDF at 70% rate)

> The cash amount is automatically calculated (here 35000€)

> Click on Save

> Bact to the Finance Plan screen, click on the " ⊕ " next to "Public co-financing".

The following screen appear.

> **First tick the red box** "the co-financing comes from the partner's internal financial resources". The name of your organisation will automatically appear in the yellow box.

> **Insert the cash amount for the public co-financing** (here 15000€ since 50000€ budget-35000€ ERDF = 15000€ for public co-financing)

⭐ To enter amounts, please enter the amount without any coma or full stop: 15000€. The amount will automatically appear like this: 15,000.00€ ; If you need to enter decimals use the full stop to separate the decimals, like this: 0.52€

> You can ignore the other fields. **Click on** Save.

In case the VAT is partially recoverable by the partner, you will see this screen, when you fill in both ERDF rate and co-financing amount.

> Please ignore the field "**All taxes included?**" and leave the answer "No" as it is.

The budget for each partner should look like that.

> **Please check the ERDF or other funds intervention rate.**

> **Do not forget to press on the button "Save" and proceed to the tab "Contact"**

> **Partner's Contacts**

For each partner, you can provide several contacts. In order to do so, click on the tab "Contact" and "Add a contact".

If some contacts already exist for the organisation and they are relevant for your project, you can add them by selecting the role the contact person will have within the project (see screenshot).

Please note that only contact person with profiles "Project Coordinator", "Local Coordinator" and "Finance Manager" will be able to get an access to the SYNERGIE-CTE system. Other profiles are non-access profiles.

⭐ Please make sure to indicate at least one contact (coordinator) per partner.

⭐ Even if you already know the First Level Controller (FLC) you would like to propose, please DO NOT add it here!

Title	Name	First name	E-mail	Address	Type of contact	Select the contact
Miss	Petrillo	Natalia	Integration@stadt-oldenburg.de	Stabsstelle Integration, Büro des Oberbürgermeisters Altes Rathaus, Markt 1 Stabsstelle Integration 26105 Oldenburg GERMANY Weser-Ems Oldenburg (Oldenburg), Kreisfreie Stadt	Project coordinator (Project Partner's profile)	Select
					Local coordinator (Project Partner's profile)	Select
					Contact entitled to certifiy of expenditure payment	Select
					Communication Officer	Select
					Legal representative	Select
					Finance manager	Select
Ms	Oltmann	Angela	angela.oltmann@stadt-oldenburg.de	Stadt Oldenburg Rechnungsprüfungsamt 26105 Oldenburg GERMANY	Finance manager (Project Partner's access)	Select
					Local coordinator (Project Partner's profile)	Select
					Contact entitled to certifiy of expenditure payment	Select

> Do not forget to Save.

If no contact already exists for the organisation, click on Create a new contact. Some information regarding the organisation will already be filled in but if needed can be modified.

Select the contact type: You can select different type of contacts depending on the people involved in the project at Lead partner or Partner's level.

You can add several contacts : project coordinator, local coordinator, finance coordinator, as many as you deem useful.

Fill in at least Name/Firstname and email address. Postal addresses should already be indicated but can be modified if needed.

> Once again, do not forget to Save.

Bank name	
	Address line 1
	Address line 2
	Special notification of delivery
Address	**Postcode**	**City**
	Country
	NUTS2
	NUTS3
Account number	
Bank code	
IBAN number	
SWIFT number	
Internal reference	
Account holder	
Valid bank account	☑

Save   Close

> **Partner's bank account details**

This section is compulsory for the Lead Partner but not for the other partners. You are free to decide if it is useful, for internal needs, to insert your partners' bank account details in Synergie CTE or not.

In order to provide bank details, click first on the corresponding tab and click on "Add a bank account". The following screen will appear.

Please fill in ALL the required fields specifying the bank account details of the Lead Partner. Please make sure to indicate the correct IBAN & SWIFT numbers.

Tick the box "**Valid Bank Account**"

Click on the "Save" button. You will come back under the "Partner's bank account details" tab.

When all tabs are completed, click on SAVE on the left corner.

You will come back under the tab "Partners" of the menu of the project's main elements.

Follow the same procedure for each partner.

★ This might be the section that will take you most time to fill in as you have first to add each one of your partner and then fill in their profiles.

★ The Partnership should be built respecting a number of principles that stand as eligibility criteria. Please refer to these criteria, making sure your partnership respects the rules.

Partner financial contribution

Partner financial contribution must be entered into the table bellow

Financing plan

Declare financing plan on this fund:

ERDF

| Financing source			Title or name of cofinancor	Amount	%
ERDF			ERDF	€65 000.00	65.00 %
	Public co-financing	✚	Agen	€35 000.00	35.00 %
			Total Public co-financing	€35 000.00	35.00 %
		Total Public co-financing ERDF		€35 000.00	35.00 %
	Total eligible budget			€100 000.00	100.00 %
Other Financing					
	Total			€0.00	100.00 %

Save

⭐ When creating a new organisation in the system, an administrative code must be provided according to national legislation.

> You will find indications about the codes per country in Annex II.

> Make sure you get these codes from your new partners before entering data.

⭐ **FINANCE**
When filling in the tab "Finance" for each partner, keep in mind that the Network maximum budget shall not exceed 850,000.00€.

> After providing all the requested information for each partner you can proceed with information about the project.

Enter main elements

Description Partners Deliverables Expenditure subcategories Work plan

Step 7.3 Deliverables (in Main Elements Menu)

Please ignore this tab at this stage.

Under this tab, you will be able to see the list of planned deliverables of your network. **You do not need to add anything manually**, as the list will be automatically filled in by the information you will later provide under the tab "Work plan".

> For this tab: data will be automatically filled in from other sections. To see the progress in the index and get all sections with green ticks, TICK THE BOXES now and Save.

Step 7.4 Expenditure subcategories

Please ignore this tab.

> Proceed to the tab "Work plan"

Description	Partners	Deliverables	Expenditure subcategories	Work plan

⊞ **Synthesis**

Objective	1 Work Package 1 - Network management
Activity	1.1 Work Package 1 - Network management
Description	Work Package 1 - Network management
Deliverables	
Main partner	Cesano Boscone
Participating partners	
Localization	
Objective	2 Work Package 2 - Network Level activities
Activity	2.1 Work Package 2 - Network Level activities
Description	Work Package 2 - Network Level activities
Deliverables	
Main partner	Cesano Boscone
Participating partners	
Localization	
Objective	3 Work Package 3 - Local Level Activities
Activity	3.1 Work Package 3 - Local Level Activities
Description	Work Package 3 - Local Level Activities
Deliverables	
Main partner	Cesano Boscone
Participating partners	
Localization	

Step 7.5 Work plan

The activities to be implemented within the networks are organised around three Work Packages (WP). Each WP has specific objectives, defined actions and related expected deliverables.

Three Work Packages are applicable and have already been created. **Please do not create any other Work Package.**

DO NOT try to add any activity or objective at the bottom of the page.

> Please click on the link to go to Work Package 1.

Start with "Localization place (free)**" tab (right end of the horizontal menu).**

If you do not start with this tab, the platform won't allow you to save further.

> In this tab, simply **indicate where the activities should mainly take place**, for instance "Lead Partner city" or "all parters".

Do not take the "NUTS3 places" into account.

> **Once it is done,** Save.

> **Proceed with the tab "**Description**"(first tab in the horizontal menu).**

In this section, you will notice a white box with the mention "**NOT APPLICABLE FOR URBACT, DO NOT SELECT THIS BOX**": **do no take this box into account**.
Same for the ticking box preceded by "**NOT ELIGIBLE FOR URBACT, DO NOT SELECT THIS BOX**".

> **Start with "Description"**

➢ **Description**

Change the dates of the **Work Package** 1 using the calendars.

> **Start / End Date**: Please enter the following dates:

■ start date will be: **01/06/2023** (or 2023-06-01 as it will appear in SYNERGIE)

■ end date will be: **31/12/2025** (or 2025-12-31 as it will appear in SYNERGIE)

> Save and proceed to "Partners" tab.

> **Partners**: Click to indicate the partners who are taking part in each Work Package.

All Project Partners should be involved. Select all partners and add them to the box on the right side "Selected partners".

DO NOT leave any partner in the box on the left side, except the dropped out partners.

You can add them all instantly by clicking on the ⟩⟩ button.

> Click on Save.

> Proceed with the "**Deliverables**" tab.

> **Deliverables (In Work Plan - Work Package 2 Menu)**

In this section, you are requested to list your deliverables for the Work Package 2 (or 3 when you will be in WP3).

> **Click on the ✚ icon to add a deliverable.**

> Do not click on the tab "Resultats de l'action"

There is no option of adding deliverables for WP 1, this step applies only to WP 2 and WP 3

This screen appears. Click under "**Type of deliverable**" to get the whole list of 8 types of deliverables for Action Planning Networks. You need to scroll down to get all the deliverables relevant starting with "WPX — Name of deliverable".

> It is compulsory to add all 8 deliverables to the corresponding Work Packages. Refer to Guide to Action Planning Network for more information.

For the name of the deliverable, use the title already provided. Ex: "Transnational meetings" for "WP2 — Transnational meeting".

It is **not compulsory** to provide a delivery date or an indicative budget for the application process.

For the description, describe in very few words the deliverable. "3 *Transnational meetings to be held in person in Nantes, Thessaloniki and Warsaw".*

> Once all the deliverables have been added, indicate the numbers per year in the table.

> **Click on** Save.

> Go back to the general view of the Workplan by clicking on "Work Plan Activities" (at the top of the screen, under the grey bar).

Objective	1 Work Package 1 - Network management
Activity	1.1 Work Package 1 - Network management
Description	Work Package 1 - Network management
Deliverables	
Main partner	Cesano Boscone
Participating partners	Lille Test + Lezha Test
Localization	Example of localization place
Objective	2 Work Package 2 - Network Level activities
Activity	2.1 Work Package 2 - Network Level activities
Description	Work Package 2 - Network Level activities
Deliverables	
Main partner	Cesano Boscone
Participating partners	
Localization	Text
Objective	3 Work Package 3 - Local Level Activities
Activity	3.1 Work Package 3 - Local Level Activities
Description	Work Package 3 - Local Level Activities
Deliverables	• 8 x 3.1.1-IAP

Participating partners	1 Work Package 1 - Network management	2 Work Package 2 - Network Level activities	3 Work Package 3 - Local Level Activities
	1.1 Work Package 1 - Network management	2.1 Work Package 2 - Network Level activities	3.1 Work Package 3 - Local Level Activities
Cesano Boscone	X	X	X
Lille Test	X	X	X
Lezha Test	X	X	X

> **Repeat the same steps for WP2 and WP3.**

Once saved, your work plan should look like this – with the deliverables listed in the Work package table, after Deliverables.

Please make sure that the dates of the Work Packages as well as the list of deliverables are correct.

When indicating the numbers of deliverable per year in a particular Work Package, you will see all the deliverables already added for the other Work Packages. Please ensure you only add numbers for the selected Work Package and ignore the deliverables from other Work Packages.

For example, for WP2, only add a quantity per year for the WP 2 deliverables and ignore the others to be delivered under WP 3.

Also **make sure that all partners are linked to all Work Packages**.

IMPORTANT
If the project is approved, partners not listed won't be able to claim costs for a Work Package they are not linked to.

Once again, please do not add any activity/objective at the bottom of the page.

> Once done, you can tick the box at the end of the page and Save.

> You will come back to the main description of your project.

Enter main elements

You can view a PDF version of your application form here:

This document is based in the following templete : AF APN UIV 21-27 ⓘ

- **I 1.PROJECT SYNTHESIS**
  - ✔ 1.1 Project identity
  - ✔ 1.2 Summarised description of the issue to be addressed by the network
  - ✔ 1.3 Proposed Partnership
  - ❗ 1.4 Links to the Cohesion Policy Objectives
  - ✔ 1.5 Total budget
- **II 2. PRESENTATION OF PROJECT PROPOSAL**

Your project's main elements are now completed!

You can come back to the index of the application form. If you ticked the boxes and saved correctly, the sections should be marked with green ticks, like in the screenshot.

⭐ Please keep in mind that you can stop anytime and come back to your application later by logging in again. However before logging out, make sure to save the data already entered.

Step 8. "Application Form: Fill in all sections"

> You can now start filling in your application form by clicking on the different sections.

We advise you to draft the larger text sections in WORD and copy / paste the information into the form, section by section.

⭐ Start with "**I PROJECT SYNTHESIS**" to check that the automatically filled in information is correct. Afterwards, simply navigate by clicking on "Next chapter".

> **I PROJECT SYNTHESIS**: normally in this section, all sections are already marked with green ticks apart:

■ Section I 3. – List of your partners. If this is correct you can simply tick the box and Save.

■ S*ection I 4. - 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 and Save.

> **II PRESENTATION OF PROJECT PROPOSAL**: all questions are free boxes except question *II 2 – Shall the proposal contributes to the URBACT […]?*.

For this question, **please tick YES IN ANY CASE** and comment briefly on how the proposal might contribute to the improvement of the planning and delivery of integrated urban policies. Do not forget to Save before clicking on Next chapter.

III RATIONALE OF PROPOSED PARTNERHSIP: all questions from 3.1.1 to 3.1.7 are text boxes where one box corresponds to one partner and the required description at partner's level. You have to fill all boxes in one subsection, click on Save and go to next subsection.

- **IV 4. ACTIVITIES AND EXPECTED OUTPUTS**
  - 4.1 Description of Work Package 1- Network management

    - ✔ 4.1.1 Organisation of the project coordination
    - ⚠ 4.1.2 Activities to be implemented under WP1

  - 4.2 Description of Work Package 2 – Network Level Activities

    - ⚠ 4.2.1 General framework for Network Level Activities
    - ⚠ 4.2.2 Proposed approach to network communication
    - ⚠ 4.2.3 Proposed content, tools and methods for the transnational exchange and learning activi
    - ⚠ 4.2.4 Expected outputs under WP2

  - 4.3 Description of Work Package 3 – Local Level Activities

    - ⚠ 4.3.1 General framework for Local Level Activities
    - ⚠ 4.3.2 Short description of the principles for linking transnational activities under WP 2 and loc
    - ⚠ 4.3.3 Proposed approach to local level communication
    - ⚠ 4.3.4 Expected outputs under WP3

- **V 5 PROJECT WORK PLAN**
  - ⚠ 5.1 Work plan
- **VI 6 PROJECT MANAGEMENT AND LEADERSHIP**
  - ⚠ 6.1 Lead partner experience (highlights of city's experience)
  - ⚠ 6.2 Experience of proposed project coordinator
  - ⚠ 6.3 Presentation of the Lead Partner project team (roles and responsibilities)
- **VII 7 USE OF EXPERTISE**
  - 7.1 Proposed use of expertise resources allocated by the Programme

    - ⚠ 7.1.1 Proposed use of URBACT Lead Experts
    - ⚠ 7.1.2 Proposed use of URBACT Ad Hoc Expert(s)

- **VIII 8 BUDGETARY PROPOSAL**
  - ✔ 8.1 Financial contribution by partner and source (incl. ERDF, IPA III funds and local contribution)
  - ⚠ 8.2 ERDF per year
  - ⚠ 8.3 IPA per year
  - ⚠ 8.4 Expenditure per partner, per year and budget subcategory
  - ⚠ 8.5 Expenditure per year and budget category
  - ⚠ 8.6 Project cost per budget line
  - ⚠ 8.7 Project costs per budget category – Justification/Explanation
- **IX 9 SIGNATURE**
  - ✔ 9.1 Signature of the Lead Partner/project coordinator

⭐ **IMPORTANT**
Please ensure all data is correctly saved.

> **IV ACTIVITIES AND EXPECTED OUTPUTS.** concerns the **description of the different work packages**. Some parts will be automatically filled in with the information you provided before.
Questions related to expected outputs under each work package are automatically filled in with the list of deliverables as previously completed. Ensure the list of deliverables is correct under each WP 2 and 3.

> **V.** concerns the **PROJECT WORK PLAN**. This section is automatically filled in with data provided before.

> **VI.** concerns the **PROJECT MANAGEMENT AND LEADERSHIP**.

> **VI.** concerns the **USE OF EXPERTISE** resources allocated by the Programme.

> **VIII.** concerns the **BUDGETARY PROPOSAL**. You'll find additional information below to help you go through this part.

> **IX SIGNATURE**: to be **signed** and **stamped** in the PDF version of the submitted application.

⭐ After you have entered the main elements, we advise you to fill in all the information required in each single section. If you do not have this information or you are not sure about it, please do not hesitate to contact the URBACT Secretariat.

⭐ Remember to click on the [Save] **button after completing EACH section** and **before going to** "Next chapter".
This is important to ensure that data will be saved.

▣ **8.1. Financial contribution by partner and source (incl. ERDF, IPA III funds and local**

ERDF

Name of partner	ERDF	% ERDF	Public co-financing	Total
Agen	€65 000.00	65.00 %	€35 000.00	€100 000.00
Sub total	€65 000.00		€35 000.00	€100 000.00
Total	€65 000.00	65.00	€35 000.00	€100 000.00
% Total	65.00 %		100.00 %	100 %

IPA fund

Name of partner	IPA fund	% IPA fund	Public co-financing	Total
Tirana	€95 000.00	95.00 %	€5 000.00	€100 000.00
Sub total	€95 000.00		€5 000.00	€100 000.00
Total	€95 000.00	95.00	€5 000.00	€100 000.00
% Total	95.00 %		100.00 %	100 %

▣ **8.2 ERDF per year**

	ERDF
2023	
2024	
2025	

☐ Tick box if you have finished inputting information on this screen (chapter)

Save

Section VIII 1. Financial contribution by partner and source

This section summarises the financial plan, listing all partners and their respective contributions to the network's budget, both ERDF/CH/NO/IPA and Public co-financing.

Nothing needs to be done as it is automatically filled in based on the information provided in section I 3. (tab on finance).

However, it can help you check if the global financing plan is coherent, and particularly if the funds rates are correct.

> Proceed to Next chapter.

Section VIII 2. ERDF per year

In this table, you need to fill in the ERDF contributions per year for the project, i.e. 2023, 2024 and 2025.

> Select the 2023 line, update the ERDF amount respecting the number format "100,000.00€" and click on the Save button.

⭐ Make sure the total ERDF is consistent with information provided in sections **I 3. Partnership Financing plan** and **VIII 1. Financial contribution by partner and source** above.

⊞ **8.3 IPA per year**

	IPA
2023	
2024	
2025	

☐ Tick box if you have finished inputting information on this screen (chapter)

Save

⊞ **8.4 Expenditure per partner, per year and budget subcategory**

Budget by partner

Export partners budget in CSV format

Name of partner	Total	
Cesano Boscone	€0.00	🔍
Lille Test	€0.00	🔍
Lezha Test	€0.00	🔍
Total for the project	**€0.00**	

☐ Tick box if you have finished inputting information on this screen (chapter)

Save

▼

Section VIII 3. IPA per year

In this table, you need to fill in the IPA contributions per year for the project, i.e. 2023, 2024 and 2025.

> Select the 2023 line, update the IPA amount respecting the number format "100,000.00€" and click on the Save button.

⭐ Make sure the total IPA is consistent with information provided in sections **I 3. Partnership Financing plan** and **VIII 1. Financial contribution by partner and source** above.

Section VIII 4. Expenditure per partner, per year and subcategory

In this table, you have to enter the budget per partner, per year and per budget subcategory. **To do so, click on the 🔍 at the right-hand side of the table.**

⭐ **Budget categories are fixed and budget lines are already created.** We recommend you to prepare the budget per year, per budget line and per partner following indications given in Book One, section D of the Programme Manual before inputting data in your application form (*See also budget template in Annex III of this Guide*).
  – Maximum overall budget should not exceed 850,000€.
  – Costs for project management (staff and external expertise combined) should not normally exceed 40% of the total project budget.
  – Budget should be proportionate to the work plan and expected results, balanced, realistic, justified and clear.

⭐ You cannot enter administration costs as these will be automatically calculated as a 5% flat rate of the staff costs. **Be careful to calculate this amount in your total eligible budget per partner.**

Budget by subcategory and by year for the partner

This table is summarising the network's budget per year and per budget line based on the information you provide here.

> Go on « Sélectioner la combinaison pour le partenaire »

> Select "**Only Option 1 relevant for URBACT** "

> This pop up appears and click on **OK**

> After you clicked on OK, click on **Confirm budget combination Option 1 for partner** until it gets green as in the screenshot.
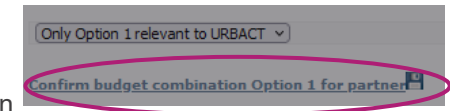
> After you can click on the edit symbol and complete amounts, budget line per budget line.
Indicate the amounts per year and click on the button "Ok" to save the modifications.

> **Please check that information given is correct**, particularly the total and that it corresponds to the project's financing plan.

> Proceed likewise for each partner. You can come back to the table "**Budget by partner**" by clicking on the link "Back to budget by partner".

> **When coming back to the table "Budget by partner", once all budget are completed, don't forget to save by ticking the box**. Proceed to Next chapter.

⭐ Please ignore the budget year 2026, this is not relevant for your application. The project ends on 31.12.2025.

⭐ When you start edit the budget line, do not fill in the "Input budget" box

8.5 Expenditure per year and budget category

	2023	2024	2025	2026	Total
Staff costs					
Staff costs	€20 000.00	€20 000.00	€20 000.00	€0.00	€60 000.00
Total Staff costs	€20 000.00	€20 000.00	€20 000.00	€0.00	€60 000.00
Office and Administration					
Office and Administration	€1 000.00	€1 000.00	€1 000.00	€0.00	€3 000.00
Total Office and Administration	€1 000.00	€1 000.00	€1 000.00	€0.00	€3 000.00
Travel and Accommodation					
Staff Travel and Accommodation	€10 000.00	€10 000.00	€10 000.00	€0.00	€30 000.00
Total Travel and Accommodation	€10 000.00	€10 000.00	€10 000.00	€0.00	€30 000.00
External Expertise and Services					
External Expertise Project Coordination	€10 000.00	€10 000.00	€10 000.00	€0.00	€30 000.00
Expertise Meeting Organisation	€500.00	€7 500.00	€500.00	€0.00	€8 500.00
Expertise Communication	€30 000.00	€500.00	€500.00	€0.00	€31 000.00
Expert and other non-staff Travel	€0.00	€0.00	€36 500.00	€0.00	€36 500.00
Expertise First Level Control	€0.00	€0.00	€0.00	€0.00	€0.00
Total External Expertise and Services	€40 500.00	€18 000.00	€47 500.00	€0.00	€106 000.00
Equipment					
Equipment	€0.00	€1 000.00	€0.00	€0.00	€1 000.00
Total Equipment	€0.00	€1 000.00	€0.00	€0.00	€1 000.00
Total	€71 500.00	€50 000.00	€78 500.00	€0.00	€200 000.00

Section VIII 5. Expenditure per year and budget category

This table is summarising the network's budget per budget category/line based on the information you provided in previous section VIII 4.

It is automatically filled in; nothing more needs to be done from your side. .

> **Please check that information given is correct**, particularly the total and that it corresponds to the project's total budget.

> Proceed to Next chapter.

8.6 Project cost per budget line

Expenditure Budget lines

Expenditure budget line	Subcategories	
Staff costs	Staff costs	€60 000.00
	Total	€60 000.00
Office and Administration	Office and Administration	€3 000.00
	Total	€3 000.00
Travel and Accommodation	Staff Travel and Accommodation	€30 000.00
	Total	€30 000.00
External Expertise and Services	External Expertise Project Coordination	€30 000.00
	Expertise Meeting Organisation	€8 500.00
	Expertise Communication	€31 000.00
	Expert and other non-staff Travel	€36 500.00
	Expertise First Level Control	€0.00
	Total	€106 000.00
Equipment	Equipment	€1 000.00
	Total	€1 000.00
Global budget		€200 000.00

☑ Tick box if you have finished inputting information on this screen (chapter)

Save

~~Edit project expenditure budget lines~~

Section VIII 6. Project cost per budget line

This table is summarising the network's budget per budget category/line based on the information you provided in previous section VIII 4.

It is automatically filled in; nothing more needs to be done from your side.

> **Please just check that information given is correct, particularly the total and that it corresponds to the project's financing plan**.

> Make sure the information in tabs VIII 4., VIII 5. and VIII 6. are consistent.

If you need to change something in your budget, please go back to Section VIII 4. to do so.

DO NOT click on the link "Edit project's expenditure budget lines".

> Proceed to Next chapter.

▣ Project costs per budget category – Justification/Explanation

	Justification/Explanation
Staff costs	🇬🇧 Number of characters available: 700
Office and administration	🇬🇧 Number of characters available: 700
Travel and accommodation	🇬🇧 Number of characters available: 700
External expertise and services	🇬🇧 Number of characters available: 700
Equipment	🇬🇧 Number of characters available: 700

Section VIII 7. Project cost per budget category – Justification/Explanation

> In this section, you'll need to explain the budget, detailing what is planned for each budget category and any information that you deem useful for the assessment.

> Do not forget to Save.

In the index, if all the sections are not ticked in green ✓ , please check the "Main Elements" section, as you might had missed ticking a box there.

You are almost done! Last **section IX** concerns official stamp and signature of the Application Form.

> Once all sections have been properly filled in, proceed to submission.

4. SUBMIT YOUR PROJECT PROPOSAL

⭐ **Before checking the coherence of your application form, you can check again that every tab in the "Main elements" Menu as well as every section of the Application Form has been properly filled in.**

> Once checked, you should carry out a 'coherency check' before attempting to submit.

- ✔ 8.7 Project costs per budget category – Justification/Explanation
- **IX 9 SIGNATURE**
- ✔ 9.1 Signature of the Lead Partner/project coordinator

  Control the global coherence of the form's data

Step 9. "Check global coherence"

To check whether the Final Application form is fully and correctly completed, please click on the button "Control the global coherence of the form's data" at the bottom of the screen.

Expenditure per year, partner and expenditure subcategory: the total per partner (line) must be equal to the total of the partner fin...

- ▪ Financement planned for partner Genève is of 50,000.00 € whereas budget per year, partner and expenditure subcategory shows 48,970.00 €

Public/private coherence between legal nature and autofinancing

- ▪ Ok

Coherence between the project duration and the maximum allowed

- ▪ Ok

Project budget per year, partner and subcategorie: the sum of each line (partner) must equal the sum of partner financing plan

- ▪ The forecast financing for the project amounts to 150,000.00 € whereas the addition of budgets per year, partner and subcategory is 148,970.00 €

⊞ **Inconsistencies have been found in your form data, please correct them**

List of mandatory controls that failed and will prevent form submission

- Coherence between budget per partners, year and expenditure categories and the financing plan
- [en] Cohérence entre le total budget par partenaires, année et sous catégories de dépenses et le total du plan de financement

Check again for data consistency

Print this page

A pop-up window will be opened.

On the pop-up window you will find in green what is ok and in red what is problematic and needs to be changed to be able to submit the form.

- If you followed all the previous instructions, all boxes should be green.

- **If inconsistencies are found** (e.g. inconsistencies between the budget per partner, year and budget lines and each partner financing plan) or if compulsory free text chapters are kept empty, **you cannot submit the form.** Please arrange to make the necessary changes needed.

> Once corrected please repeat the check via the button "Check again for data consistency".

Project budget per year, partner and subcategorie: the sum of each line (partner) must equal the sum of partner financing plan

▪ Ok

⊞ Consistent Form

The global consistency of your form has been checked, you can submit it to the managing authority

Print this page

Submit form to managing authority

If no inconsistencies are found, you can submit the form.

> Click on the dedicated button "Submit form to managing authority" at the bottom of the window.

UNTIL YOU CLICK ON THIS BUTTON, YOUR PROPOSAL WILL NOT HAVE BEEN OFFICIALLY SUBMITTED AND THE SECRETARIAT WILL NOT BE ABLE TO REVIEW ITS ELIGIBILITY.

⊞ Confirmation of submission

An e-mail confirming the on-line submission of your application created through SYNERGIE-CTE has been sent both to you and to the Managing Authority. Here are the main steps you have still to follow in order to complete your official submission.

Applicants shall complete the following next steps

Project has been submitted.This e-mail confirming the on-line submission of your application package created through SYNERGIE-CTE has been sent both to you and to the Managing Authority. Here are the main steps you have still to follow in order to complete your official submission. Applicants shall complete the following next steps: 1. Check and ensure that your project created in SYNERGIE-CTE is in status "submitted" 2. Download your application submitted in SYNERGIE-CTE in PDF version 3. Print and have the last page signed by the project coordinator at Lead Partner's level 4. Send by email to UIATM[a]urbact.eu the whole application package including: • The signed PDF of the Application Form completed and submitted through Synergie-CTE; • The signed Letters of Commitment for the Lead Partner and ALL partners involved in the partnership, using the templates provided by the URBACT Joint Secretariat (annexes 2 and 3). Letters of Commitment shall normally be signed by an elected representative of the partner's institution; • The CV of the Project Coordinator of the Lead Partner • The CV of the proposed URBACT Lead Expert The email shall be received by the URBACT Secretariat no later than 3 April 2023, 15:00 CET

[Synergie CTE] Project submission: Project Acronym   ▸ Inbox ×

no-reply@synergie-europe.fr
to me ▾   6:08 PM (2 minutes ago)

Dear Applicant

Thank you for submitting the Application Form.

Here are the main steps you have still to follow in order to complete your official submission.

Applicants shall complete the following next steps:

1. Check and ensure that your project created in SYNERGIE-CTE is in status "submitted"
2. Download your application submitted in SYNERGIE-CTE in PDF version
3. Print and have the last page signed by the project coordinator at Lead Partner's level
4. Send by email to APN[a]urbact.eu the whole application package including:
• Scanned signed PDF version of the submitted Application generated through SYNERGIE-CTE. It must be duly signed by the Project Coordinator in the Lead Partner city;
• Letters of commitment in English for ALL partners included in the partnership (one letter for the Lead Partner plus one letter for each Project Partner) using the templates provided in annexes 2 and 3 of this Call for Proposals. Letters of Commitment shall be signed by an elected representative of the partner institution;
• CV of the Project Coordinator at the Lead Partner.

The e-mail shall be received by the URBACT Secretariat at APN@urbact.eu no later than 3 April 2023, 15:00 CEST

Send an electronic copy by e-mail
- APN@urbact.eu

Step 10. "Complete your official submission"

Once submitted, you will see a screen saying that an e-mail confirming the online submission of your Application created through SYNERGIE-CTE has been sent both to you and to the Managing Authority.

Check your email box for the confirmation email. It can take a few minutes for the email to arrive.

You'll find below the main steps you still have to follow in order to complete your official submission.

Once the Application created online via SYNERGIE-CTE has been submitted, check and ensure that the application form is in status "submitted".

> When logging in, this screen will appear.

> Now, you have to print the PDF version of your application form. Please click on the PDF icon .
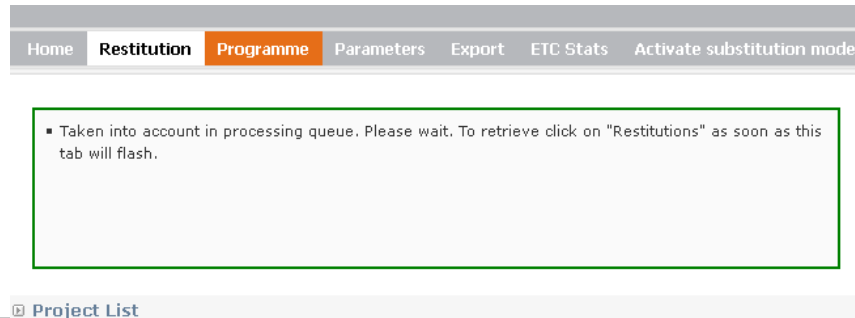
This screen will appear.

Before you can open the PDF of your Application, this message informs you that you have to wait for the '**Restitution**' tab to flash.

> **Once you see that this button on the grey top bar is flashing, you can click on it.**

This screen will appear.

> Click on the link '<u>PDF Edition</u>".

Please collect your documents before the end of the day. These are removed during the night.

erence Project	Language processing	Date	Status		

ogram	Reference Project	Language processing	Date	Status		
RB	41	Application Form	2015-04-30 10:03:18	Completed	🗑	📄

> Click on the PDF icon 📄.

The PDF version will open. You'll be able to download and to print it.

Submitted version

9. SIGNATURE

9.1 Signature of the Project Coordinator at Lead Partner level

Signature of the Lead Partner / project coordinator :

Name (capital letters) :

Position :

Date :

Official stamp

> **PRINT the document** and have the **last page SIGNED by the local coordinator at Lead Partner's level**.

> **SEND** the scanned **PDF version** of the **full Application form duly signed, along with** all documents requested in the Call, by email to apn@urbact.eu

⭐ Please note that the system will be open until 31st March 2023 (15.00 pm CEST), **in order to allow candidates to print the PDF** version of their Application.

On 31st March 2023, the system might get overloaded and thus could be slower. **Avoid last minute submission** to ensure that your application is submitted properly and on time.

ANNEX I. Outline of Main Components of the Application Form

I.   PROJECT SYNTHESIS
1.1. Project identity
1.2. Summarised description of the issue to be addressed by the network
1.3. Proposed partnership
1.4. Links to the Cohesion Policy Objectives
1.5. Total budget
II.   PRESENTATION OF PROJECT PROPOSAL
2.1. Thematic Content
2.1.1. Definition of the issue / policy challenge to be addressed
2.1.2. Link to European urban policy context 2021-2027 (in particular the Cohesion Policy objectives and scope)
2.2. Shall the proposal contribute to the URBACT Specific Objective 2 (related to Action Planning Networks)?
2.3 How will gender-equal policy making be addressed by the network?
2.4 How will green transition be addressed by the network?
2.5 How will digital transformation be addressed by the network?
2.6 What is the added value of this network related to the theme proposed?
III.   RATIONALE OF THE PROPOSED PARTNERSHIP
3.1 Profiles of the Partner Cities
3.1.1. Local challenges of city partners specific to the network theme
3.1.2. Local strategic framework of the city specific to the network theme
3.1.3. Local links to Sustainable Urban Development through Cohesion Policy
3.1.4 Motivation and commitment of each city to join the network
3.1.5 Added value of being involved in an URBACT network
3.1.6. Local Stakeholders to be involved in the URBACT Local Group
3.1.7. Potential for actions to be funded/ implemented
3.2 Why does it make sense for these cities to work together? What added value will be created?
IV.   ACTIVITIES AND EXPECTED OUTPUTS
4.1. Description of Work Package 1- Network management
4.1.1. Organisation of the project coordination
4.1.2. Activities to be implemented under WP1
4.2. Description of Work Package 2 – Network Level Activities
4.2.1. General framework for Network Level Activities

4.2.2. Proposed approach to network communication

4.2.3. Proposed content, tools and methods for the transnational exchange and learning activities

4.2.4. Expected outputs under WP2

4.3. Description of Work Package 3 – Local Level Activities

4.3.1. General Framework for Local Level Activities

4.3.2. Short description of the principles for linking transnational activities under WP 2 and local activities under WP3

4.3.3. Proposed approach to local level communication

4.3.4. Expected outputs under WP3

V.	PROJECT WORK PLAN

5.1 Work plan

VI.	PROJECT MANAGEMENT AND LEADERSHIP

6.1. Lead Partner experience (highlights of city's experience)

6.2. Experience of proposed project coordinator

6.3. Presentation of the Lead Partner project team (roles and responsibilities)

VII.	USE OF EXPERTISE

7.1. Proposed use of expertise resources allocated by the Programme

7.1.1. Proposed use of URBACT Lead Experts

7.1.2. Proposed use of URBACT Ad hoc Expert(s)

VIII.	BUDGETARY PROPOSAL

8.1. Financial contribution by partner and source (incl. ERDF, IPA III funds and local contribution)

8.2. ERDF per year

8.3. IPA per year

8.4. Expenditure per partner, per year and budget subcategory

8.5. Expenditure per year and budget category

8.6. Project cost per budget line

8.7. Project costs per budget category – Justification/Explanation

IX.	SIGNATURE

9.1 Signature of the Lead Partner/project coordinator

ANNEX II. Administrative Codes Per Country

Country	English name	Local name	Abbreviation	Format
Austria	VAT identification number	Umsatzsteuer-Identifikationsnummer	UID	'ATU'+8 characters, – e.g. ATU99999999
Belgium	VAT identification number	Numéro TVA (N°TVA) ou BTW-Nummer	TVA ou BTW	'BE'+9 or 10 digits – e.g. BE0999999999
Bulgaria	BULSTAT Unified Identification Code/Number (UIC)	ЕИК - единен идентификационен код. БУЛСТАТ	ЕИК по БУЛСТАТ	'BG' +9 or 13-digit number
Croatia	Personal Identification Number (PIN)	Osobni Identifikacijski Broj	OIB	'HR' +11 random numbers
Cyprus	VAT identification number	Αριθμός Εγγραφής Φ.Π.Α. Arithmós Engraphés phi. pi. a.	ΦΠΑ	'CY' +9 characters – e.g. CY99999999L
Czech Republic	VAT identification number	Daňové identifikační číslo	DIČ	'CZ'+8-10 digits
Denmark	VAT identification number	Centrale Virksomheds Register	CVR	'DK' +8 digits – e.g. DK99999999, last digit is check digit
Estonia	Register number	Registrikood	-	8 numbers only, no letter characters included, for instance „70000562"
Finland	VAT identification number	Arvonlisäveronumero	ALV nro	'FI' + 8 digits – e.g. FI12345678
France	Business/Institutions repertoire identification system	Système d'identification du répertoire des entreprises or Système d'identification du répertoire des établissements	SIREN or SIRET	For SIREN: 8 digits and 1 more digit to check the validity of the number FOR SIRET: 14 digits
Germany	VAT identification number	Umsatzsteuer-Identifikationsnummer	USt-IdNr.	'DE' +9 digits – e.g. DE999999999
Greece	Tax Registration Number	Αριθμός Φορολογικού Μητρώου (Arithmós Phorologikoú Mētróou)	ΑΦΜ	'EL' +9 digits – e.g. EL999999999
Hungary	VAT identification number	Közösségi adószám	ANUM	'HU' +8 digits – e.g. HU12345678
Ireland	VAT identification number	Value Added Tax number	VAT no	'IE'+8 digits, the second can be a character and the last one must be a character – e.g. IE9S99999L
Italy	Fiscal code	Codice Fiscale	-	11 digits
Latvia	Registration number of tax payer	Nodokļu maksātāju reģistra reģistrācijas numurs	-	11 digits – e.g. 99999999999
Lithuania	VAT identification number	Pridėtinės Vertės Mokestis kodas	PVM codas	9 or 12 digits

Luxembourg	VAT identification number	Numéro d'identification à la taxe sur la valeur ajoutée	No. TVA	LU' +8 digits – e.g. LU12345678
Malta	Departmental Accounting System (DAS) - 71	Departmental Accounting System (DAS) - 71	MTDAS71	MTDAS71
Netherlands	VAT identification number	Btw-nummer	BTW-nr.	'NL'+9 digits+B+2-digit company index – e.g. NL999999999B99
Norway	VAT identification number	Merverdiavgift	MVA	'NO' +9 digits and the letters 'MVA' to indicate VAT registration – e.g. NO999999999MVA
Poland	Tax identification number	Numer Identyfikacji Podatkowej	NIP	'PL' +10 digits – e.g. PL9999999999
Portugal	Tax identification number	Número de Identificação Fiscal	NIF	9 digits
Romania	Fiscal identification number	Cod de identificare fiscala	CIF	a) "RO" for legal entities paying VAT and optionally missing "RO" for the non-VAT payers (eg. Cities); b) the number/code of the legal entity of maximum 9 digits; c) an extra digit for verification - e.g. [RO]999999999 [9]
Slovakia	IČO identification number	Identifikačné číslo Organizácie	IČO	IČO + 8 digits – e.g. IČO 12345678
Slovenia	VAT identification number	Davčna številka	ID za DDV	'SI' + 8 digits – e.g. SI12345678
Spain	Tax Identification Number (TIN)	Número de identificación fiscal	NIF	'ES'+9 digits, the first or the last value can also be a character – e.g. ESX9999999X
Sweden	Swedish Organisation number	Organisationsnummer	-	10 digits
Switzerland	Uniform company identification (UID)	Numéro d'identification des entreprises (IDE) / Unternehmens-Identifikationsnummer (UID) / Numero d'identificazione delle imprese (IDI)	IDE / UID / IDI	'CHE' +9 numeric digits (block of 3, block of 3, block of 3) – e.g. CHE-123.456.789

IPA countries	Name	Format
All 5 IPA countries	N° gestion interne / VAT number / NIF number	No specific compulsory format for digits or letters (if in doubt, you can select the *N° gestion interne* and refer to an internal reference or NUTS code or whatever code, as relevant)

ANNEX III. Template Budget (Fixed Categories)

Expenditure Categories	Subcategories	
Staff costs	Staff Costs	0.00 €
Total		0.00 €
Office and Administration	Office and Administration	0.00 €
Total		0.00 €
Travel and Accommodation	Staff Travel and Accommodation	0.00 €
Total		0.00 €
External Expertise and Services	External Expertise Project Coordination	0.00 €
	Expertise Meeting Organisation	0.00 €
	Expertise Communication	0.00 €
	Expert and other non-staff Travel	0.00 €
	Expertise First Level Control	0.00 €
Total		0.00 €
Equipment	Equipment	0.00 €
Total		0.00 €
Global budget		**0.00 €**
Total eligible budget for all partners		**0.00 €**

ANNEX IV. Eligibility Criteria for Action Planning Network Applications

The URBACT Joint Secretariat will check all received applications against the eligibility criteria. Eligibility criteria are minimum requirements, all of which must be fulfilled before a project can be declared eligible. They cover organisational and administrative requirements. Only eligible projects can be submitted by the Managing Authority to the Monitoring Committee for approval.

The proposals submitted to the URBACT Joint Secretariat within the deadline and respecting the procedure outlined in the call will be checked for compliance with the eligibility criteria listed below:

- The application package is submitted in English, respecting the procedure outlined in the Terms of Reference and within the notified deadline.

- The application package is complete including the required documents set out in the Terms of Reference.

- The proposal is complete in terms of information and data required in the documents (Application Form and letters of commitment from partners have been properly filled in and signed are correctly completed and all letters use the official templates and according to the instructions).

- The proposal fulfils the partnership requirements bringing together between 8 and 10 candidate partners including the Lead Partner.

- The proposed partnership includes no more than 2 non-city partners.

- The proposed partnership respects the minimum 70% of partners from Transition and Less Developed regions.

- The candidate Lead Partner is candidate Lead Partner in one URBACT proposal only under this call.

- All candidate partners are eligible according to the URBACT Programme rules.

- The partners in the application cover a minimum of 7 countries

- The maximum budget for Action Planning Networks (EUR 850,000 total eligible budget) has been respected

ANNEX V. Assessment Criteria for Action Planning Networks

The assessment criteria are outlined below:

| Criterion 1 – Relevance of the topic/theme/policy issue addressed | 10% |

For this criterion, assessors will more especially consider the following dimensions:

1) The proposal contributes to the objectives of the Cohesion Policy 2021-2027

2) The proposal is relevant in the current European Urban policy context (in particular the Urban Agenda for the European Union)

3) The policy challenge is relevant to the URBACT Programme and complements previous projects

| Criterion 2 - Proposal to address URBACT cross-cutting objectives (equality (including gender), green transition and digital transition) | 10% |

For this criterion, assessors will more especially consider the following dimensions:

1) The proposal demonstrates a good understanding of the cross-cutting objectives of the URBACT programme

2) The proposal provides concrete examples of the implementation of the cross-cutting objectives of the URBACT programme

| Criterion 3 - Quality and Relevance of Partnership | 35% |

For this criterion, assessors will more especially consider the following dimensions

1) The policy challenge proposed is relevant for all of the cities in the partnership

2) The proposed partnership covers an appropriate mix of Member States (for example ensuring adequate coverage of Central and Eastern Europe, Northern, Western and Southern Europe). In cases where the geographical coverage is limited, this is clearly justified.

3) The strategic environment of partner cities is relevant to address the challenges identified

4) The partners have understood the urban dimension of Cohesion Policy and have explained how it links to their involvement in this network

5) The partner cities demonstrate a willingness and ability to undertake the activities (e.g. having appropriate competence, resources, political support and motivation and a clear understanding of the work necessary to produce an Integrated Action Plan)

6) The partner cities have clearly identified the added value of benefitting from the URBACT Programme and the potential for change

7) The types of stakeholders identified in all the URBACT Local Groups are relevant and comprehensive

8) The potential to fund the actions developed by the network is considered high based on the information provided

9) The appointed local project and ULG coordinators have the relevant profile and position to contribute to the delivery of foreseen activities and outputs

10) Overall the partnership is coherent and it is clear why these cities should work together

Criterion 4 – Quality of proposed methodology and activities   25%

For this criterion, assessors will more especially consider the following dimensions:

1) The proposal demonstrates a good understanding of the objectives of an URBACT Action Planning Network using the URBACT Method

2) The proposed work plan is clearly presented and shows a good understanding of what is expected in terms of activities and outputs from Action Planning Networks, in all work packages

3) Work packages are clearly explained with sufficient detail. The proposed methodology and activities are creative, coherent, logical and appropriate for the partnership. Activities are logically sequenced linking local and transnational level.

4) The proposed outputs are clearly explained with details about how they will be developed and used during the network lifetime

5) The proposed tools, content and methodology respond to the theme and the needs of the partner cities

6) The communication approach of the network and cities seems feasible and relevant to the network methodology

7) The proposal presents some innovative and interesting approaches to transnational exchange and learning

Criterion 5: Project Management and Expertise   10%

For this criterion, assessors will more especially consider the following dimensions:

1) The Lead Partner demonstrates competency in managing EU co-financed projects or can ensure adequate measures for management support

2) The named person to act for the Lead Partner (project coordinator) has experience (from attached CV) of this type of work

3) The project coordination at the Lead Partner's is well organised and clearly presented (who will do which tasks) Sufficient resources are indicated for the lead partner tasks

4) The proposal demonstrates a clear understanding of the role of the Lead Expert and explains clearly what the network expects from the appointed expert

5) The proposal demonstrates a clear understanding of the role of the Ad Hoc Experts and explains clearly what the network expects from the appointed experts

Criterion 6: Budget Proposal   10%

1) For this criterion, assessors will more especially consider the following dimensions: The project budget is coherent with the work plan and the main outputs in the proposal

2) The total partner budgets reflect real partner' involvement (are balanced and realistic)

3) The project budget is justified, clear and realistic