
Call for Transfer Networks

Presentation of the Call & Building a strong Partnership

Webinar on 23rd April 2025

Questions & Answers

Application Process

1. How we can find a lead partner and a Good Practice for our policy challenge?

You should consult the [Good Practice database](#) and contact the Good Practices you are interested in. Pay attention that only Good Practices approved in 2024 can be Lead Partners in this Transfer Network call, in the database you can also find the label whether they are interested to transfer. In any case we recommend you to contact the ones you are interested in, maybe they will get motivation by the contacts.

2. Are there national info sessions in all countries? We don't find the session for Belgium.

National sessions are held in each country, however their timing is gradually updated to our website at urbact.eu/get-involved under section *INFO SESSIONS*, please check there regularly.

3. How does it work, first we fill the form of interest to participate in the call of Good Practice transfer and if the lead partner responses, we fill the application for the implementation of good practice in our city?

The first step is indeed to find a good practice which is interesting for you, get in touch with the city. The Good practice city will be responsible to build the partnership and will get in touch with you to receive more information about your city in order to fill in the application form. It is the Lead Partner's responsibility to submit the application of the network.

4. Could you please briefly explain again the 2-phase application?

The 2-phase application refers to the fact that the application is carried out digitally through an online platform and in email, but it refers to subsequent steps of the same process. On one hand the application form should be submitted via an online system, and the generated signed application form and respective other documents needed for the application package need to be sent in email to tn@urbact.eu.

5. As a Transfer City, regarding the Transfer Plan, which are the limitations when adapting a Good Practice to our local context? Do we have to stick to the Good Practice or can we modify/improve/further develop certain aspects of it?

The adaptation to local context is the objective, so it is definitely not an expectation to transfer the Good Practice in the exact same way. The Good Practice will be broken down into modules and Transfer Cities will be free to transfer elements they find useful.

6. Can the Improvement Plan imply a wide development of the Good Practice? Can the Testing Actions include practical applications of the potential new elements included in the Improvement Plan?

The objective of the Improvement Plan is exactly to upscale to some extent, it can be a wide development too. The Testing Actions give room to try-out the potential elements as you describe, but pay attention that it is intended to be a small scale test of part of it.

7. Should the Local URBACT group be defined by time of the application?

Yes, it is expected to describe the *"Key local stakeholders involved and organisation of the delivery of the Good Practice"* in each Transfer City.

8. At what stage should the partner cities' budget be prepared — before submitting the application form or after?

The network budget, including each partner's budget, indeed should be prepared for the application, if the application gets approved, it will be the official budget. During the project lifetime there will be a possibility to "update" this budget, at mid-point of the network journey.

Partnership Composition

1. **Can you please explain the following regarding the partnership composition: *“Pursuant to Article 23 (1) of the ETC regulation (EC) 2021/1059, projects must involve partners from at least three countries, at least two of which must be beneficiaries from EU Member States”* How is this applied when the partnership needs to be composed from at least 6 partners?**

This is the EU regulation, which in the context of this call applies in the rule that at least 2 partners need to be involved from EU member states (including the Lead Partner Good Practice city). As for the minimum involvement of three countries, it applies here in the way that all partners need to come from different countries.

2. **Could you explain the following: *“...within the proposed network, as regards the partners from EU Member States, at least half should be located in Less Developed and Transition EU Regions.”* The requirements on transition/less developed regards only EU members? Does that mean that there need to be partners from transition and less developed regions or can they be all from e.g. transition regions?**

As for the composition of partners from EU member states, at least half of them should be from less developed and transition regions respectively compared to the number of EU member state partners involved. In theory this half can come only from transition regions. However, diversity will be positively assessed in the assessment phase. The number of IPA & NDICI partners is not maximised, and they do not count as more/less developed/transition regions.

3. **Is it possible to apply for networks where the Lead Partner Good Practice city is from our own country?**

No, this is not possible, all partners including the Lead Partner have to be from different countries.

4. **Are partners from Ukraine eligible to participate in this call? Is it possible to ask for peer review service in order to help us write and submit our application?**

Yes, partners from Ukraine and Moldova as beneficiaries of the Neighbourhood, Development and International Cooperation Instrument are eligible. As for the peer review service, the Good Practice database is the tool we put in place. In case of further support need, please address your inquiry to tn@urbact.eu describing your need.

5. **Regarding the non-city partners, what kind of eligibility criteria and funding rates apply?**

The same criteria and co-financing rates apply as for any other partner from the respective country.

6. Is there a difference in the role within the Transfer Network between a University partner and a city partner?

A non-city partner is a transfer partner like city transfer partners, thus the same obligations and deliverables need to be fulfilled. However, the deliverables will have to be adapted depending on the status of the non-city partner. This adaptation needs to be reflected by the network in the application phase and clearly described in the application form. We recommend to contact us with the specific case if relevant at tn@urbact.eu for more guidance.

7. Are planning regions that represent multiple cities eligible for partners?

Regions are eligible partners but they are considered as non-city partners (max. one non-city partner per network). Agglomeration of cities, metropolitan authorities are considered as city partners.

8. In how many networks can we apply with?

You can apply in several networks however there is a limitation of participation in 2 networks. If your city is a partner in more than 2 approved networks, you will have to choose which ones you want to keep. This is why we would not recommend to multiply the applications too much.

Network Budget

1. Does the total budget 750 000 EUR include the co-financing, how does the programme and co-financing works?

Indeed, the network has a maximum total budget of 750 000€ which includes the ERDF, IPA and NDICI funds and the local co-financing from each partner. Let's say you have a 65% co-financing rate it means that 65% of your foreseen budget is covered by EU funds, 35% comes from local co-financing.

2. How much of the total budget allocated to the partner city is intended for staff costs?

At network level, the URBACT programme considers that a maximum of 40% of the budget should be allocated to costs related to project management, including staff costs and external expertise costs dedicated to administrative and financial management. The proportion can then vary according to each partner, the 40% is relevant for network level.

3. What types of equipment can be purchased? Could you provide an example?

In the context of the URBACT Programme, this category usually refers to IT equipment such as a computer, laptop or a printer necessary for project coordination and financial management purposes, or to equipment linked to the implementation of Testing Actions. The equipments related to the Testing Actions should be small scale, limited in time and for testing purpose, e.g. outside furniture needed for a placemaking action. Mid- or long-term investments cannot be financed in URBACT.

You can find more indications in the URBACT IV Programme Manual, to be found on the Get involved page.

4. Is there any rule on how much budget can be dedicated to Testing Actions?

There is no limitation. However, the testing action should remain "small scale" and the corresponding costs can be covered by the different budget lines of the network budget.

5. When building the network budget, how should we budget the travel costs of the network experts in light of this part of the Terms of Reference: *"The available budget will cover days of expertise. Travel & Accommodation costs for experts will be covered and be reimbursed directly by the Programme"*?

The travel costs of the experts are covered directly by the Secretariat and do not need to be included in the network budget.