

**Driving  
change  
for better  
cities**

## **Call for Transfer Networks**

Presentation of the Call  
&

Building a strong Partnership  
23<sup>rd</sup> April 2025

**URBACT**



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# AGENDA

**Part I: Introducing the URBACT Programme**

**Part II: What is a Transfer Network?**

**Part III: How to build a good Partnership?**

# Part I

# Introducing the URBACT Programme

# URBACT IV

2021-2027

## European Territorial Cooperation programme

co-financed by:

- the European Regional Development Fund (ERDF),
- The Instrument for Pre-Accession Assistance (IPA)
- the and Neighbourhood, Development and International Cooperation Instrument (NDICI)

### Objective:

Promote sustainable urban development in Europe

# European Territorial Cooperation Programme co-funded by ERDF

## Promoting sustainable urban development in cities

Since  
2002



Over  
**1000**  
cities  
involved



more than  
**150**  
networks

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# Three strands of activities

## Capacity building activities & tools

Summer University & e-University  
National Campus  
URBACT Toolbox  
Online courses



## Knowledge uptake and sharing

URBACT knowledge hub  
URBACT City Festival  
Urban policy labs  
Thematic reports  
Online courses



## Networks of European cities

*From 2014 to 2021,  
83 networks involved 678 partners across the EU*

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# 3 Types of Networks of Cities

## Join the Transfer Network Call!



**Cities and local stakeholders co-produce an Integrated Action Plan to tackle their common policy challenges.**

1<sup>st</sup> Call – 2023

2<sup>nd</sup> Call –  
Spring 2026



**Cities share and adapt a successful Good Practice that has already been implemented in their Network's lead city.**

Call  
April-June 2025



**Cities adapt the experience of a successful Urban Innovative Actions' project and develop an investment plan to implement it.**

Call – Spring 2024

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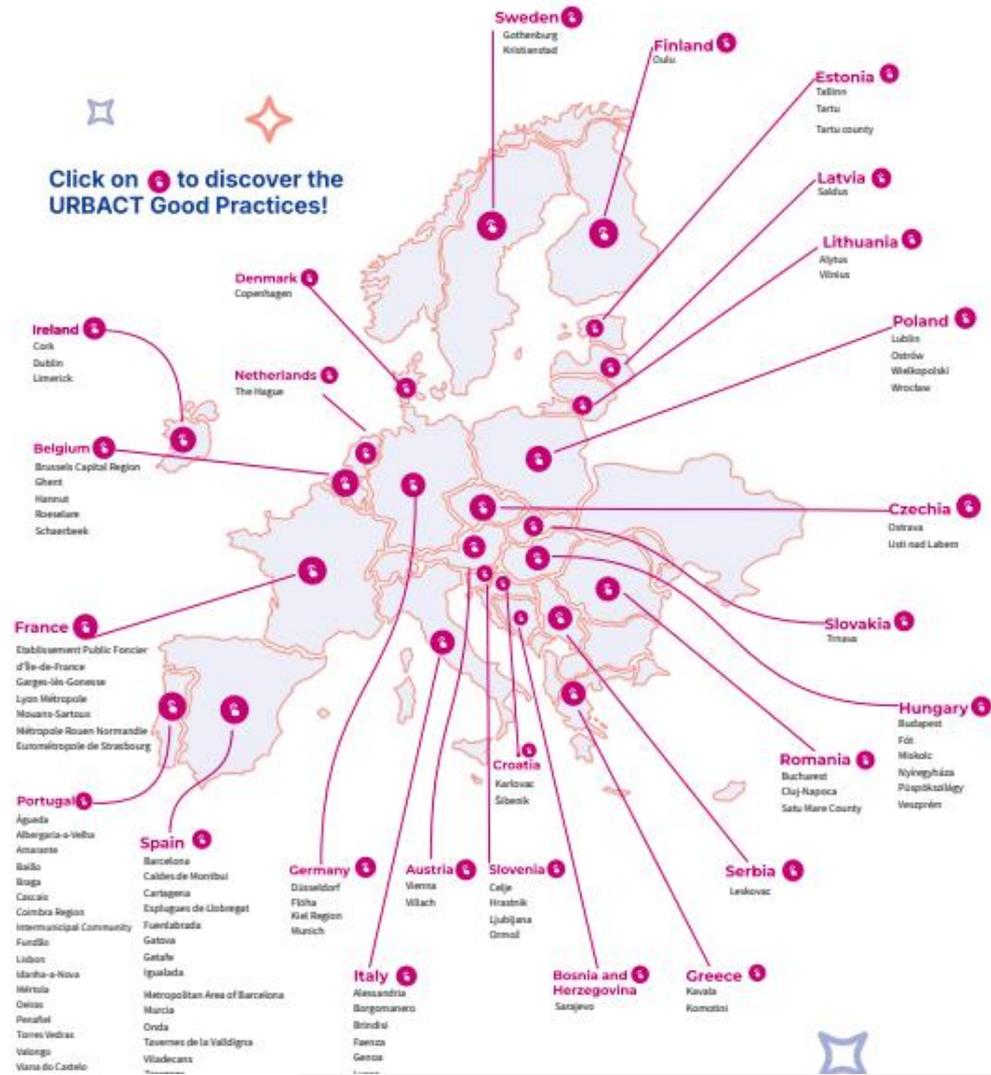
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# Transfer Network Call based on Good Practices

URBACT  
GOOD  
PRACTICE

## 116 URBACT Good Practices

99 cities  
25 countries



# Part II

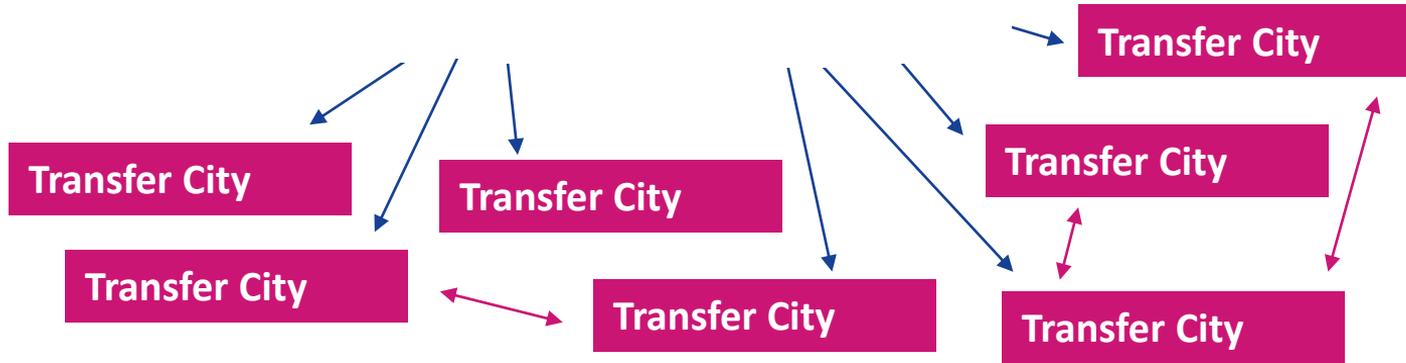
## What is a Transfer Network





# WHAT IS A TRANSFER NETWORK?

An URBACT Good Practice City



# Call for Transfer Networks – Main features



- **Partnership:** 6-8 partners including Good Practice City
- **Eligible Lead Partner:** 116 Good Practices selected in 2024
- **Eligible Partners:** all EU cities, Switzerland, Norway, IPA and NDICI countries
- **Duration:** 30 months (from 1/11/2025 to 30/04/2028)
- **Budget:** 750 000€

# WHY APPLY TO A TRANSFER NETWORK?

## URBACT Good Practice City

- To **lead & mentor the process** of understanding, adapting and reusing your good practice.
- To benefit from **visibility & communication activities** at EU and national levels
- To try out new methods related to your Good Practices thanks to **Testing Actions**
- To **upscale and improve the Good Practice** thanks to the URBACT method & inputs from other EU cities

- ✓ **Benefit from the support of URBACT experts**
- ✓ **Benefit from the involvement of local stakeholders**
- ✓ **Enjoy a safe space for experimentation**

## Transfer Cities

- To **adapt & re-use a tested and effective practice** in their own city context
- To **tackle a specific policy challenge** with an integrated and sustainable solution
- To learn from the process & document it through a **Transfer Plan**



# How to transfer?

## A 30-month 3-stage journey

2025/2026

2027

2028

### UNDERSTAND

10 months

- Getting a deep understanding of the Good Practice
- Designing the transfer methodology & Exchange and Learning
- Setting up URBACT Local Groups

### ADAPT

12 months

- Breaking down the good practice into modules
- Focusing on the adaptation of the good practice to the local contexts
- Engaging stakeholders with testing actions
- Documenting the Transfer Process

### RE-USE

8 months

- Focusing on finalising plans & drawing lessons for the future
- Sharing results of the Transfer processes to an external audience
- Looking forward to upscale, expand and improve the Good Practice



PROGRAMME  
SUPPORT



Network experts

URBACT Toolbox



Digital



Gender



Green



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# Eligibility Criteria *(as set out in the Terms of Reference)*

- The application package **submitted in English, respecting the procedure** and within the **notified deadline**;
- The **application package is complete** including the required documents;
- The proposal is **complete in terms of information and data** required in the documents;
- The proposal brings together between **6 and 8 partners including the Lead Partner**;
- The proposed partnership does **not include more than 1 non-city partner**;
- The proposed partnership respects the minimum of partners from Transition and Less Developed Regions **as regards the partners from EU Member States**;
- The candidate Lead Partner is a **candidate Lead Partner in one URBACT proposal only** under this call;
- The candidate Lead Partner has been awarded with an **URBACT Good Practice label in 2024**;
- All candidate **partners are eligible** according to the URBACT Programme rules;
- The partnership does **not include more than one partner from the same country**;
- The **maximum budget** for Transfer Networks (EUR 750.000 total eligible budget) has been respected.

# **Assessment criteria** *(as set out in the Terms of Reference)*

**An URBACT External Assessment Panel (EAP) reviews and scores the applications against the following criteria:**

- 1) Relevance of the policy issue addressed (10%)
- 2) Transfer Potential (30%)
- 3) Quality of the partnership (25%)
- 4) Quality of planned activity and outputs (15%)
- 5) Quality of the proposed network management (10%)
- 6) Quality of the proposed budget (10%)



# BUDGET & EXPERTISE

# Financial resources for the network



## Network Budget: 750 000€

*(total incl. local co-financing)*

Costs covered:

- staff costs
  - admin costs
  - travel & accommodation
  - external expertise
  - small equipment
- Subsidy + local contributions
  - To be divided among all partners

## Expertise: 120 000€

- 160 days in total to support the network
- Support by a Lead Expert for 30 months
- Support by Ad hoc experts on any relevant subject
- Managed directly by the Secretariat

→ Lead partners should foresee 2 full-time equivalent posts for the overall management & coordination / Partners – 1 full-time equivalent

# Co-financing rates

Region type	Co-financing rate
Partners from EU « more developed regions »	Up to 65% by ERDF
Partners from EU « transition regions »	Up to 70% by ERDF
Partners from EU « less developed regions »	Up to 80% by ERDF
Partners from Norway	Up to 50% by Norwegian national funds
Partners from Switzerland	Up to 50% by a Swiss national fund
Partners from IPA countries	Up to 95% by IPA Funds
Partners from NDICI countries	Up to 95% by NDICI Funds

# Expertise support

Additional envelope of 120 000€ for expertise support  
> Up to 160 expertise days available

- **Network Lead expert supports** the network over the entire duration of the network
- **Several network Ad-Hoc Experts providing specific support** on a particular policy subject, methodology, communications...
- **Experts are selected from the URBACT IV pool of validated experts** available on URBACT website in the upcoming months



# Lead Expert Selection



1. **Expertise needs and criteria for the selection of network experts shall be provided in the application form** based on URBACT expertise framework outlined in the ToR and Guide
2. **After the approval of Transfer Networks, experts validated in the URBACT pool** will be invited to express their interest in becoming Lead Expert of a Transfer Network
3. **URBACT Secretariat will check suitability** in coherence with the Application Form
4. **Final selection agreed with the Lead partner based on interviews with candidates**



# Call for Transfer Networks – The 2025 Timeline



- **1<sup>st</sup> April:** Launch of the Call
- **30<sup>th</sup> June:** Deadline to submit applications (via Synergie)
- **1<sup>st</sup> July:** Deadline to submit applications (via email)
- **July-August:** Eligibility Check & Assessment
- **Early October:** Approval by MC
- **Late October:** selection of the Network Lead Expert
- **1<sup>st</sup> November:** Transfer Network Start Date
- **3-4 December:** Kick-Off Meeting in Paris (for LP & LE)



# **Submission procedure** (Lead partner's responsibility)

The application is carried out digitally through an online platform and in email as follows:

## **1 - Online submission of the application form through the SYNERGIE-CTE system** in English **by 30<sup>th</sup> June 2025 at 15:00 CET**

- *information on the SYNERGIE system outlined in the Guide to SYNERGIE (available on [urbact.eu/get-involved](http://urbact.eu/get-involved))*

## **2 - Send the application package by email to [TN@urbact.eu](mailto:TN@urbact.eu)** in English **by 1<sup>st</sup> July 2025 at 15:00 CET**

- *including scan of the signed PDF of the application generated through SYNERGIE-CTE*
- *signed letters of commitment from Lead Partner and all Project Partners in the Synergie*
- *CV of the project coordinator of the Lead Partner*

# Part III

## How to build a good Partnership?

- eligibility requirements -
- hints & tips -

# 1st Step – Find an URBACT Good Practice



## > Go to the URBACT Good Practice database

**Search**

**SEARCH BY KEYWORD**

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**STATUS OF PRACTICE**      **THEME**      **TOPIC**

Looking for Project Partners      Select a theme      Select a topic

---

**YEAR OF LABEL**      **COUNTRY**      **CITY SIZE**

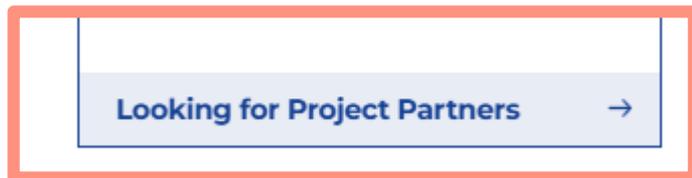
2024      Select a country      Select city size

[Search](#)      [Reset the selection](#)

47 results

To view the 116 URBACT Good Practices eligible to lead a Transfer Network, please filter by "Year of label" and select "2024". Only the Good Practices tagged as "Looking for Project Partners" in the database have already expressed the interest to lead a Transfer Network. However, URBACT Good Practices may change their status to "Looking for Project Partners" or to "Partnership complete" until the end of the call (30 June).

 <p>Perugia / Italy</p> <p><b>Urban forest optimisation</b></p> <p>Optimising urban forests to improve climate and environmental benefits</p> <p>Looking for Project Partners →</p>	 <p>Tavernes de la Valldigna / Spain</p> <p><b>The Path of the Senses</b></p> <p>Unique trail with four ecosystems offering coastal sustainability education</p> <p>Looking for Project Partners →</p>	 <p>Bucharest / Romania</p> <p><b>Low emission schools</b></p> <p>Transforming older buildings into eco-friendly learning hubs</p> <p>Looking for Project Partners →</p>
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# Get in touch with an URBACT Good Practice



Date of label : 29/10/2024

Social cohesion

Vila Nova de Cerveira , Portugal

Size of city : 9.000 inhabitants

Looking for Project Partners

Send your expression of interest



A lively outdoor volleyball game taking place in a park or recreational area.

→ In case you do not get an answer from an URBACT Good Practice, don't hesitate to get in touch with the National URBACT Point of the country where the URBACT Good Practice City is located.

Find there contact details:

<https://urbact.eu/how-find-us/nup>



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# Eligibility requirements



## Network composition

6 to 8 Partners including the Lead Partner

Cities from:



& Switzerland, Norway  
Albania, Bosnia & Herzegovina,  
Montenegro, North Macedonia, Serbia,  
Ukraine and Moldova



Learn more on :  
[urbact.eu/get-involved](http://urbact.eu/get-involved)

*Lead Partner*  
(URBACT Good Practice)

## Partnership - Eligibility requirements

Which countries  
can participate?

### Institutions from:

1. **27 EU Members States**
2. **Partner States** (Switzerland and Norway)
3. Albania, Bosnia and Herzegovina, Montenegro, North Macedonia and Serbia (countries benefitting from the **Instrument for Pre-Accession** to the EU)
4. Ukraine and Moldova (countries benefitting from the **Neighbourhood, Development and International Cooperation Instrument**)

# Partnership - Eligibility requirements



- ✓ Only cities with a 2024 URBACT Good Practice can be Lead Partners under this call
- ✓ **A city can be a candidate Lead Partner of one Transfer Network proposal only** (but can be additionally a Project Partner in another network)
- ✓ **A beneficiary** can be a partner in **max. 2 approved networks**
- ✓ **A partnership** cannot include **more than one partner from the same country**
- ✓ **1 “non-city partner”** allowed per network

## Geographical balance

- a network must involve partners from **at least 6 different countries (in case of a 6 partners)**, of which **at least 2 from EU Member States (including the Good Practice city)**
- from the EU partners (minimum 2, maximum all partners), **at least half should be located in Less Developed and Transition EU Regions.**

>>> In terms of assessment, it is recommended to build a **diverse partnership**

# Partnership - Eligibility requirements

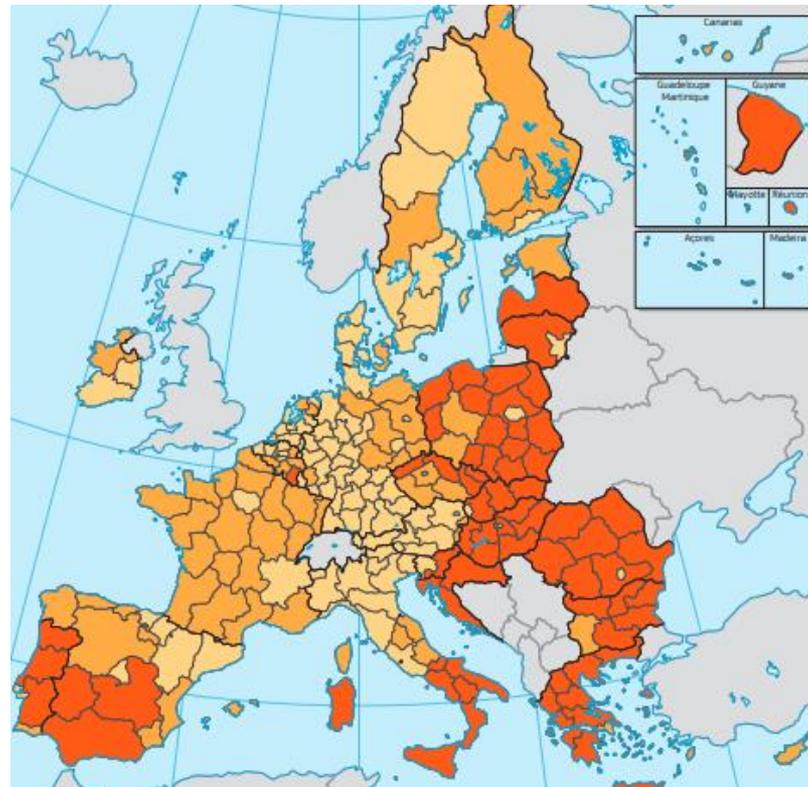
## For EU Cities

>>> Check the status of your region (less developed, more developed, in transition):

→ [https://ec.europa.eu/regional\\_policy/sources/graph/poster2021/eu27.pdf](https://ec.europa.eu/regional_policy/sources/graph/poster2021/eu27.pdf)

In case you have a doubt

→ Contact [TN@urbact.eu](mailto:TN@urbact.eu)



## Partnership - Eligibility requirements

### Who is the Lead Partner?

- ✓ Only cities with a 2024 URBACT Good Practice can be Lead Partners
- ✓ A city can be a candidate Lead Partner of one Transfer Network proposal only (but can be additionally a Project Partner in another network)

# Lead Partner role and responsibilities

Lead Partners are key actors of transnational partnerships for Transfer Networks.

They have full responsibility for:

- ✓ **network management,**
- ✓ **coordination of activities among the transnational partners, and**
- ✓ **implementation of the work programme.**

The Lead Partner also bears **financial and legal responsibility and liability** for the whole partnership towards the Managing Authority.

**Lead Partners complete and submit the Application form and all requested documents to the URBACT Joint Secretariat**

## Partnership - Eligibility requirements

Who can be a  
Project Partner?

- ✓ City or non-city partner who answer the eligibility requirements

# Partnership - Eligibility requirements

## City? Non-City?

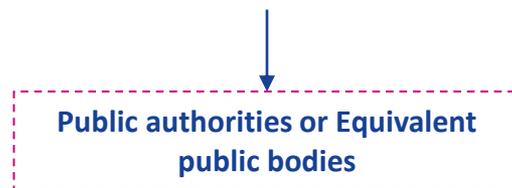
### « CITIES » :

- **Cities, municipalities, towns**
- **Local agencies defined as public or semi-public organisations** set up by a city
- **Infra-municipal tiers of government** such as city districts and boroughs
- **Metropolitan authorities** and **organised agglomerations**

*No limitations in terms of size and population*

### « NON - CITIES » :

- **Universities and research centres**
- **Provincial/ Regional authorities**
- **Managing Authorities (EU Cohesion and solidarity funds)**



# How to build the partnership?

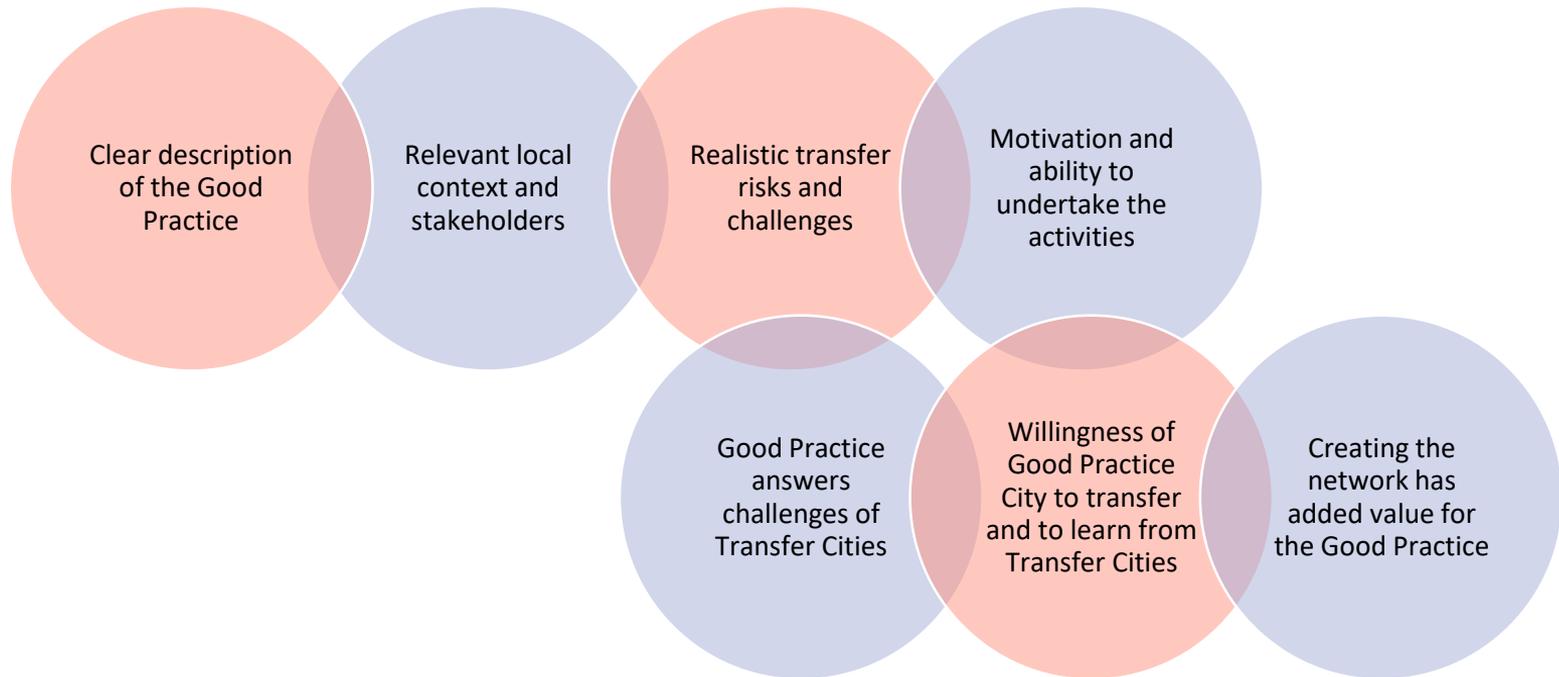


# ESSENTIAL CONSIDERATIONS in partner search

# Keep in mind the ASSESSMENT CRITERIA

## Criterion 2: Transfer Potential (30%)

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



# Keep in mind the ASSESSMENT CRITERIA

## Criterion 3: Quality of the Partnership (25%)

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

It is coherent for cities to work together

The added value and potential for change in Transfer Cities

Involvement of newcomers  
(not yet funded under URBACT IV)

Balanced geographical coverage

# Keep in mind the RELEVANCE

- The challenge addressed is a **priority for all network partners**.
- The **experiences of all network partners are relevant** and will contribute to the learning process of the whole partnership.
- For **certain topics** the **size and positioning of the city** could be important comparable elements for the coherence check of partners' local situations i.e. maritime cities working on maritime issues.
- There is a clear understanding of the **added value** an involvement in an URBACT network will bring to the partner in relation to respective capacity building needs.

# Keep in mind the ELIGIBILITY

- A city can be a Lead Partner in only one network proposal  
(and project partner in another network)
- A city can be a Project Partner in only two approved networks

# Tips for candidate Project Partners

## Demonstrate relevance

- How is the policy challenge relevant for you?
- What is your experience on the topic? (e.g. existing policies, strategies and actions developed by your city in relation to the policy challenge)
- How is your city relevant to adapt and transfer the target innovation?

## Demonstrate motivation

- What is your motivation to join this network?
- What is the added value that URBACT would bring to the city in terms of learning and capacity-building?
- What do you expect from a transnational network?

## Demonstrate commitment

- What could be the scope of the Transfer plan to be produced within the framework of the network?
- Which resources (human, time, financial) are you willing to engage?
- Who are you envisioning in the initial URBACT Local Group?
- What is your experience in working through transnational exchange?

# Tips for candidate Lead Partners



Check for multiple commitments of Project Partners



Test the commitment to:

- *Perform expected activities and tasks at transnational and local level*
- *Engage with local stakeholders*
- *Mobilise the resources needed (human, time and financial)*

# Tips for candidate Lead Partners

## Draft a QUESTIONNAIRE based on the application form requirements

- Example of Questionnaire template provided in the Guide for Applicants (page 28)
- Test responsiveness
- Analyse profiles (commitment, motivation, needs, added value)
- Gather a shortlist of partner candidates
- Make final selection for the network proposal



Keep the reserve (in case of last minute drop-outs)

<b>Details of the Partner Coordinator</b> ( <i>Note: this should be the person named in your application and who will be the key contact for the Lead Partner and the Lead Expert throughout the project</i> )	
Name	
Phone	
Fax	
Email	
Area of responsibility	

<b>Have you applied to other URBACT projects? Which one/s?</b>	

### 2. OVERVIEW OF YOUR CITY:

#### 2.1 General Information:

Capital City	YES/NO ( <i>delete as appropriate</i> )		
Regional capital	YES/NO ( <i>delete as appropriate and explain which region</i> )		
Location of your city in relation to national and regional centers			
Area covered in Km <sup>2</sup>			
Number of neighborhoods			
Number of markets (NB: <i>network was focusing on urban markets</i> )	Food:	Non Food:	
	Covered:	open air:	mixed:
	Permanent:	Weekly:	other:

# Essential considerations in partner search

## 7 Tips for a great partnership

1. There is no such thing as the “perfect size”
2. Ensure the **geographical balance!**
3. **Welcome newcomers!**
4. Test the **commitment**
5. Beware of **not-responsive partners**
6. Connect to the **available resources** (Good Practice database, URBACT Secretariat, National URBACT Points...)
7. Take time to **know the partner**

**What's next?**

# Where to start with the application?

## Main resources:

- ✓ URBACT Good Practice Database
- ✓ Terms of Reference
- ✓ Guide for applicants
- ✓ Programme Manual
- ✓ Guide to Synergie

All available at:

[urbact.eu/get-involved](https://urbact.eu/get-involved)

Cannot find what you are looking for? Contact [tn@urbact.eu](mailto:tn@urbact.eu)



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# Join [u]s for the next online & national info sessions!

- **23 April, 10.00 – 11.30 CET: How to build a strong partnership for a Transfer Network**
- **22 May, 10:00 - 11:00 CET: Exchange & learning during the network journey**
- **17 June, 10:00 - 11:00 CET: Time to submit your application - tech & troubleshooting #1**
- **24 June, 10:00 - 11:00 CET: Time to submit your application - tech & troubleshooting #2**

Details: [urbact.eu/get-involved](https://urbact.eu/get-involved)

Contact: [TN@urbact.eu](mailto:TN@urbact.eu)

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# Join your National Info Session!

- **Austria**, [23 April 2025, online info session](#)
- **Belgium**, 23 April 2025, info session in Brussels, details [in French](#) and [in Flemish](#)
- **Bosnia and Herzegovina**, [15 April 2025, online info session](#)
- **Bulgaria**, 29 April 2025, online info session, details coming soon
- **Croatia**, [29 April 2025, online info session](#)
- **Czechia**, [29 April 2025 online info session](#), [14 May info session in Pardubice](#)
- **Denmark**, [5 May 2025, online info session](#)
- **Estonia**, [15 April 2025, online info session](#)
- **Finland**, 29 April 2025, online info session, details coming soon
- **France & Luxembourg**, [6 May 2025, info session in Paris](#)
- **Germany**, [28 April 2025, online info session](#)
- **Hungary**, [14 April 2025 at 13.00 CET, online info session](#)
- **Ireland**, [1 May 2025, info session in Dublin](#)
- **Latvia**, [15 April 2025, online info session](#)
- **Moldova**, [5 May 2025, info session in Chisinau](#)
- **Montenegro**, two info sessions: [on 15 April 2025 online](#) and on 24 April 2025 in Podgorica
- **Netherlands**, [28 April at 13.30 CET, online info session](#)
- **Poland**, 7 May at 9.00 CET, online info session, details coming soon
- **Portugal**, 6 May 2025, hybrid session (in Lisbon and online), details coming soon
- **Romania**, [15 April 2025, online info session](#)
- **Slovakia**, two online info sessions: 29 April 2025 & 6 May 2025, details coming soon
- **Serbia**, [15 April 2025, online info session](#)
- **Slovenia**, [17 April 2025, online info session](#)
- **Spain**, 7 May 2025 at 10.00 CET, online info session, details coming soon
- **Sweden**, 25 April 2025, online info session

Find out info days  
in your country  
on:  
[urbact.eu/get-involved](https://urbact.eu/get-involved)

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