URBACT IV – PRACTICAL GUIDANCE TO SYNERGIE

APPLICATION FORM – TRANSFER NETWORKS

Date APRIL 2025

URBACT
Co-funded by the European Union
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For additional assistance or information, please do not hesitate to contact us:
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INTRODUCTION

The following document is a guide to completing the URBACT IV Application Form for Transfer 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 Transfer Networks application procedure and the Guide to URBACT Transfer 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
30 June 2025, 15:00 CET.

! **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 our Budget template** (available in the call page).

Please use the template documents available online and in annex of the Terms of Reference.

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:

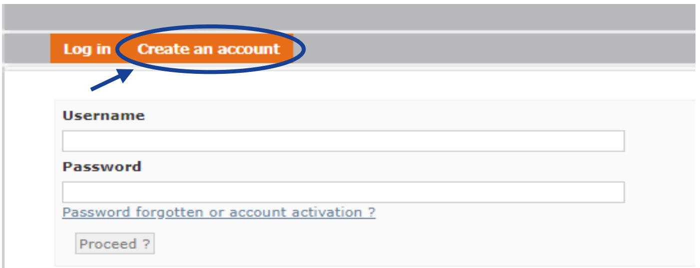
- Indications preceded by "☞" are steps to be taken by you.
- Indications preceded by "!" are information/tips to help you proceed.

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 30 June 2025, 15.00 pm CET.
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.

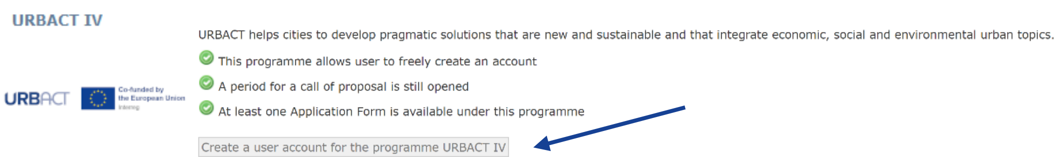
If you already have a Synergie account for a running project in URBACT IV, you can use it and go to section [“2CREATE YOUR PROJECT PROPOSAL”](#) of this guide (by clicking on it here).
Please note that your potential precedent account on SYNERGIE CTE 14-20 for past projects in URBACT III is not valid on this new platform!



Step 1a. Create an account

The home-page will appear.

☞ Click on “*create an account*” on the top bar.



The screen appears.

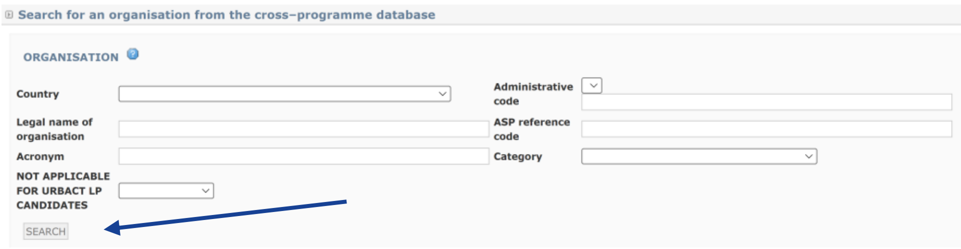
☞ Click on “create a user account for the programme URBACT IV”

! 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.

Step 2. Create/Select an organisation



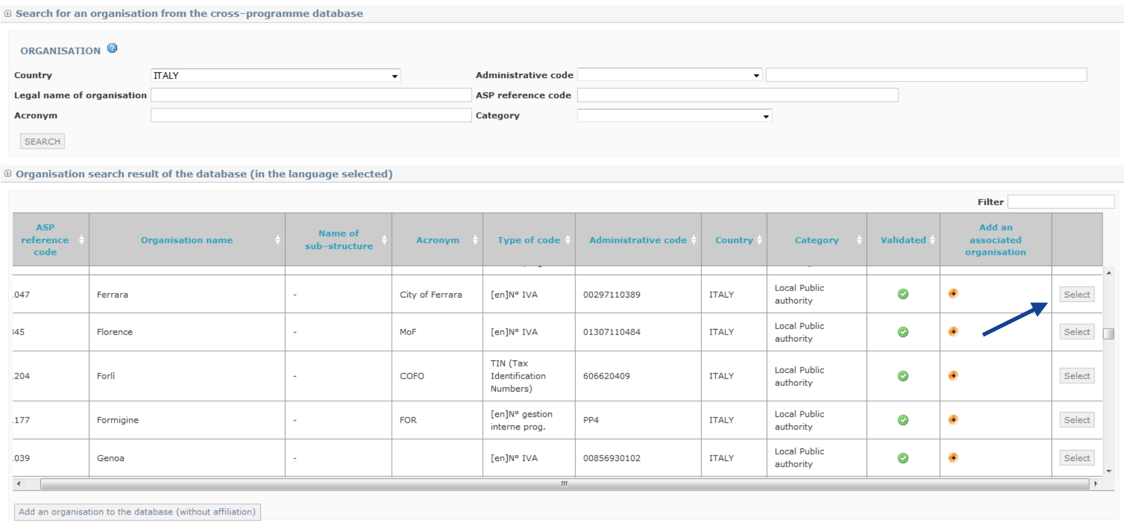
This screen appears: **"Search for an organization from the cross-programme database"**

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 **<u>create it</u>**

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



ASP reference code	Organisation name	Name of sub-structure	Acronym	Type of code	Administrative code	Country	Category	Validated	Add an associated organisation	
.047	Ferrara	-	City of Ferrara	[en]N° IVA	00297110389	ITALY	Local Public authority			Select
45	Florence	-	MoF	[en]N° IVA	01307110484	ITALY	Local Public authority			Select
.204	Forlì	-	COFO	TIN (Tax Identification Numbers)	606620409	ITALY	Local Public authority			Select
.177	Formigine	-	FOR	[en]N° gestion interne prog.	PP4	ITALY	Local Public authority			Select
.039	Genoa	-		[en]N° IVA	00856930102	ITALY	Local Public authority			Select

Add an organisation to the database (without affiliation)

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

! If you find your organisation, **<u>PLEASE DO NOT CREATE IT AGAIN</u>**.

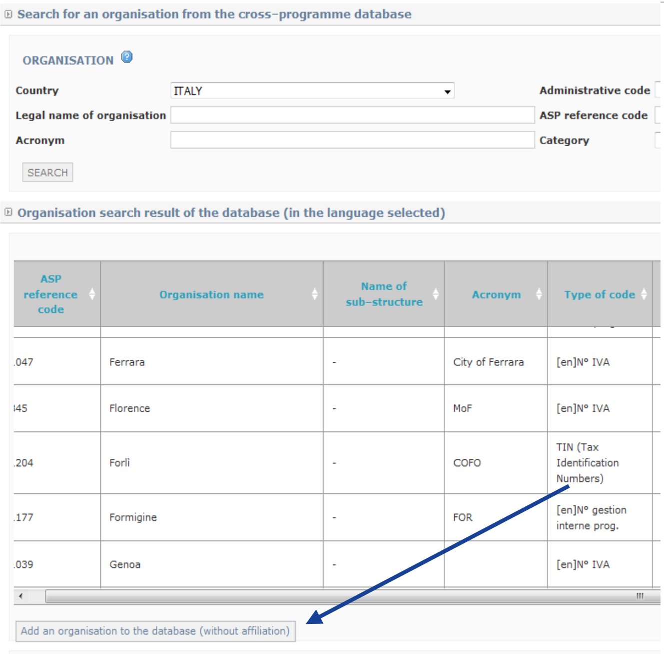
It can happen that the organisation has already an administrative code with type of code "N° gestion interne prog.": this is not an issue, you can select it.

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 **<u>Step 4. "Create a contact"</u>** (below).
- If your organisation does not already exist in the database, click on Add an organisation to the database and go to **<u>Step 3. "Create an organisation"</u>** (below).

Step 3. Create an organisation

If you did not find your organisation, then click on “*Add an organisation*” on the same page. The following screen will appear.


Search for an organisation from the cross-programme database

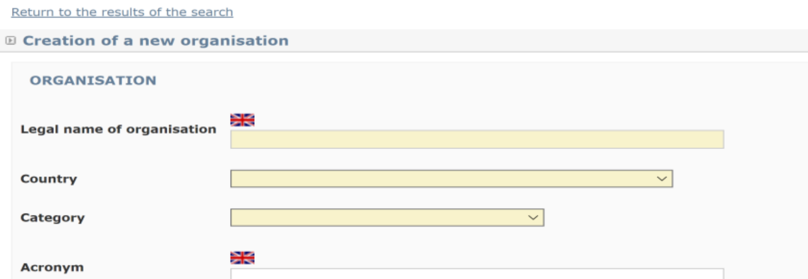
ORGANISATION

Country: ITALY
Legal name of organisation
Acronym
Administrative code
ASP reference code
Category
SEARCH

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

ASP reference code	Organisation name	Name of sub-structure	Acronym	Type of code
.047	Ferrara	-	City of Ferrara	[en]N° IVA
145	Florence	-	MoF	[en]N° IVA
.204	Forli	-	COFO	TIN (Tax Identification Numbers)
.177	Formigine	-	FOR	[en]N° gestion interne prog.
.039	Genoa	-		[en]N° IVA

Add an organisation to the database (without affiliation)


Return to the results of the search

Creation of a new organisation

ORGANISATION

Legal name of organisation
Country
Category
Acronym

👉 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.

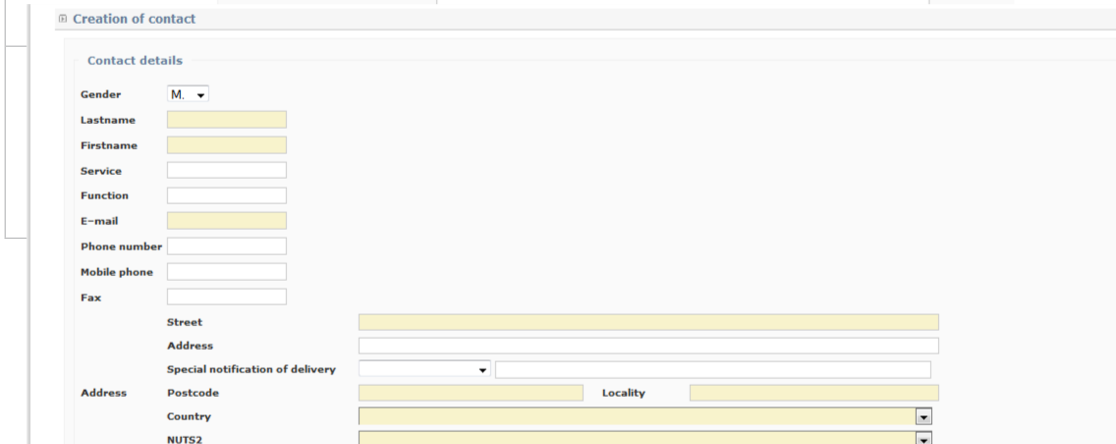
👉 You will find indications about the administrative codes per country in Annex II of this Guide.

👉 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.


Creation of contact

Contact details

Gender: M.
Lastname
Firstname
Service
Function
E-mail
Phone number
Mobile phone
Fax
Address: Street
Address
Special notification of delivery
Postcode
Locality
Country
NUTS2

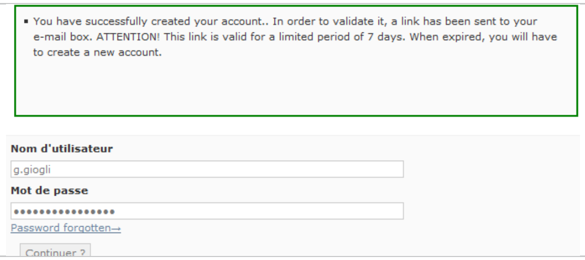
You are requested to fill in at least the compulsory fields (fields in yellow):

- Name/Firstname
- Email address
- Address
- Postcode
- City
- Country
- NUTS2/NUTS3 codification
- Create your password respecting the rules
- Fill in the captcha

!

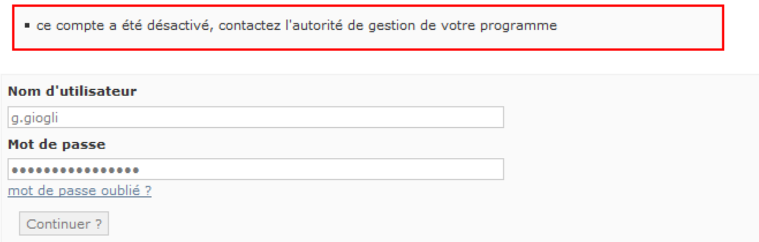
- Select the UK flag to choose English language.
- You can find further information about NUTS (Nomenclature of Territorial Units for Statistics) codes via this link.

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



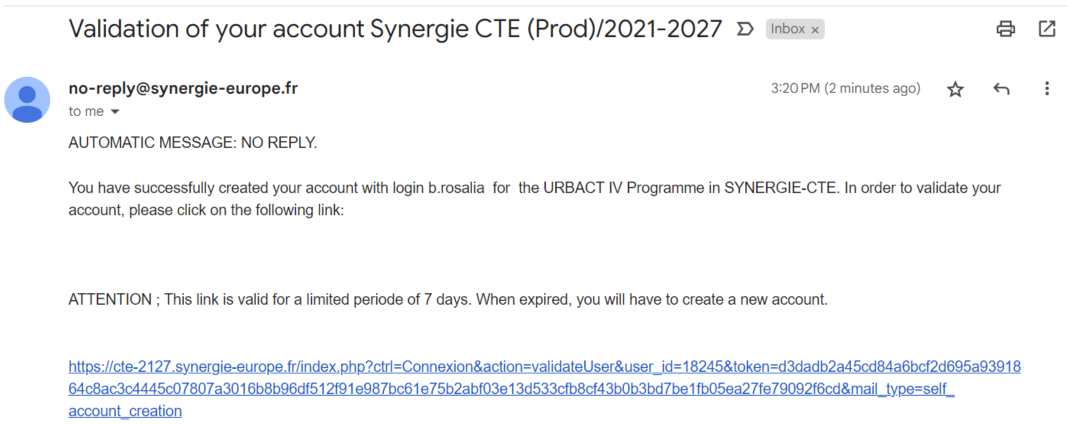
☞ Your account has been created!

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.



Validation of your account Synergie CTE (Prod)/2021-2027 Inbox ×

no-reply@synergie-europe.fr
to me

3:20 PM (2 minutes ago)

AUTOMATIC MESSAGE: NO REPLY.

You have successfully created your account with login b.rosalia for the URBACT IV Programme in SYNERGIE-CTE. In order to validate your account, please click on the following link:

ATTENTION ; This link is valid for a limited periode of 7 days. When expired, you will have to create a new account.

https://cte-2127.synergie-europe.fr/index.php?ctrl=Connexion&action=validateUser&user_id=18245&token=d3dadb2a45cd84a6bcf2d695a93918 64c8ac3c4445c07807a3016b8b96df512f91e987bc61e75b2abf03e13d533cfb8cf43b0b3bd7be1fb05ea27fe79092f6cd&mail_type=self_account_creation

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 **30th June 2025, 15:00 CET**.

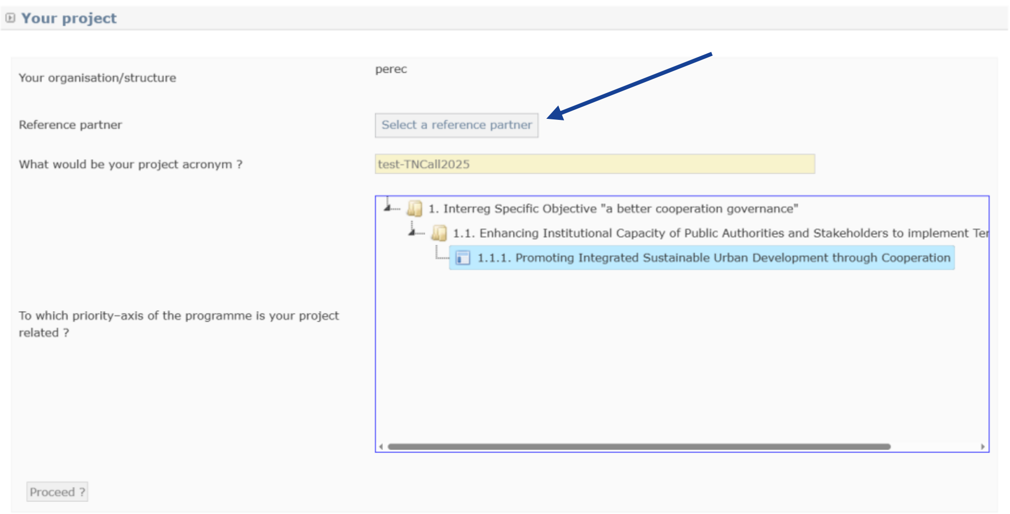
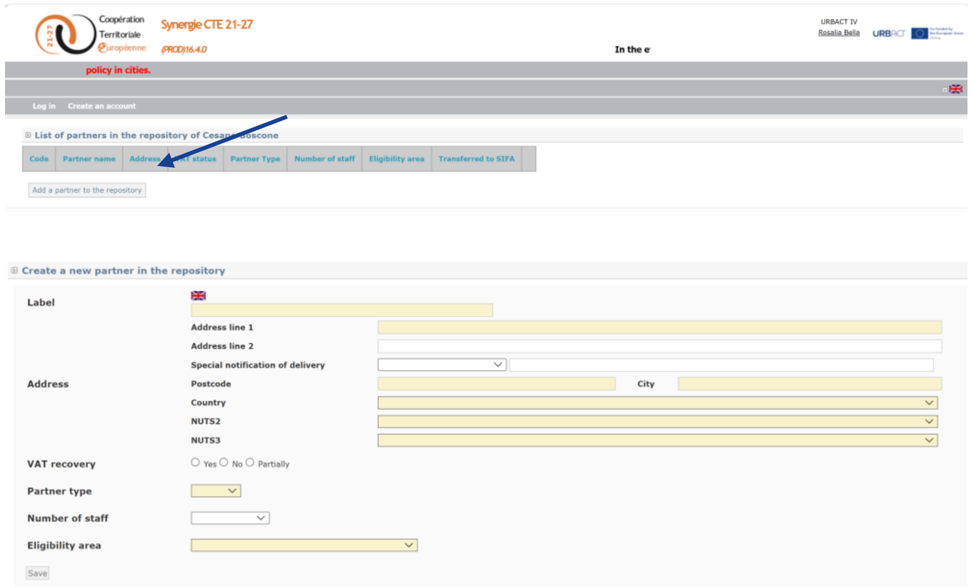
To open your application form, you will need to connect to the SYNERGIE-CTE website: https://cte-2127.synergie-europe.fr/

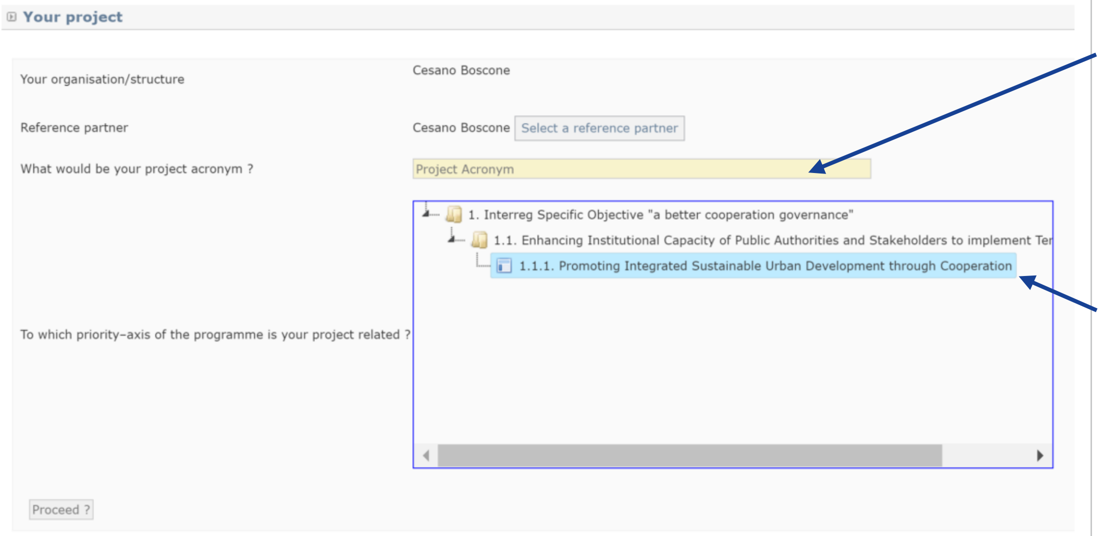
Step 6. Create a project

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

You are given the possibility to choose **"Call for proposals Transfer Networks – UIV TN Call"**.

☞ 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 ☞ If your organisation already has a partner profile, you will have it automatically available to select. ☞ If your organisation doesn't already have a partner profile, you will have to create it.
	☞ Click on → Add a partner to the repository. ☞ Complete the partner details (remember that all **Fields in yellow are compulsory**) and hit the Save button.



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.

<u>For this Call for Transfer Networks, all networks shall select the specific objective 1.1.1 "Promoting Integrated Sustainable Urban Development through Cooperation".</u>

!

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 1. **PROJECT SYNTHESIS**

II 2. **PRESENTATION OF PROJECT PROPOSAL**

III 3. **RATIONALE OF PROPOSED PARTNERSHIP**

IV 4. **ACTIVITIES AND EXPECTED OUTPUTS**

V 5. **PROJECT WORK PLAN**

VI 6. **NETWORK MANAGEMENT AND LEADERSHIP**

VII 7. **USE OF EXPERTISE**

VIII 8. **BUDGETARY PROPOSAL**

IX 9. **SIGNATURE**

Step 7. Application Form — Enter main elements

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

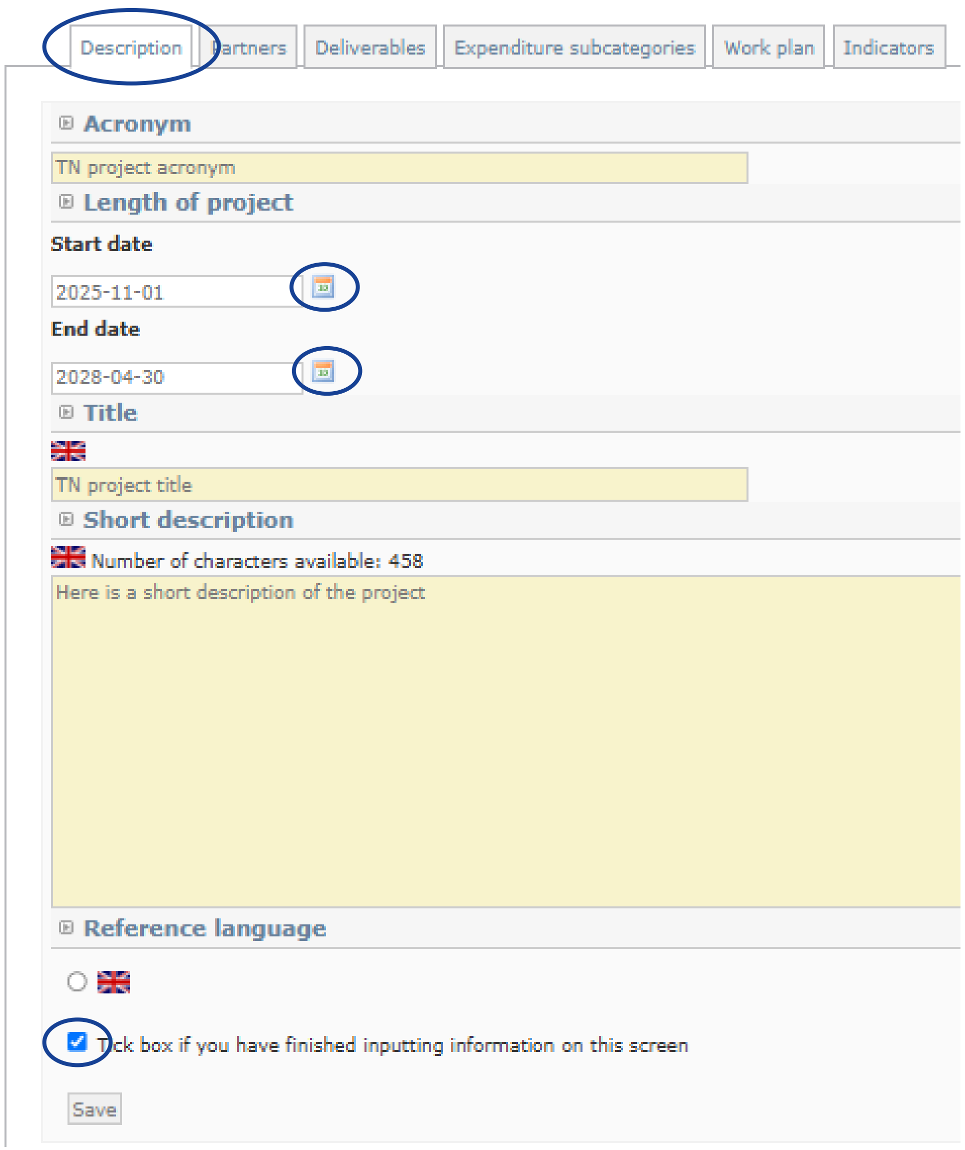
> **!** **If you log out, this screen will automatically appear when you log back in.**

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".

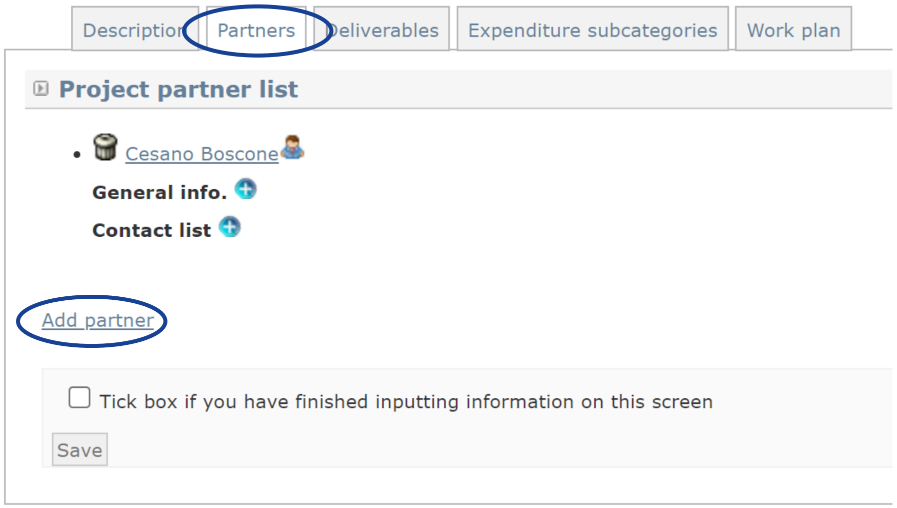
! **We strongly advise you to fill in the main elements following the horizontal menu on the top of the page.** The sections included in the horizontal menu (Description, Partners, Deliverables, Work plan) provide the **key elements of your project and some information will automatically be used for other sections of the Application Form.** (You don't need to fill in the Expenditure subcategories section, it will be filled in under Section 8.3. The Indicators section is not relevant for URBACT.)

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: 01/11/2025.
  - End date will be: 30/04/2028.
- **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.**



- After saving the data, it redirects you to the main page, click again on the "**Enter main elements**" and proceed with the next tab, here "Partners".

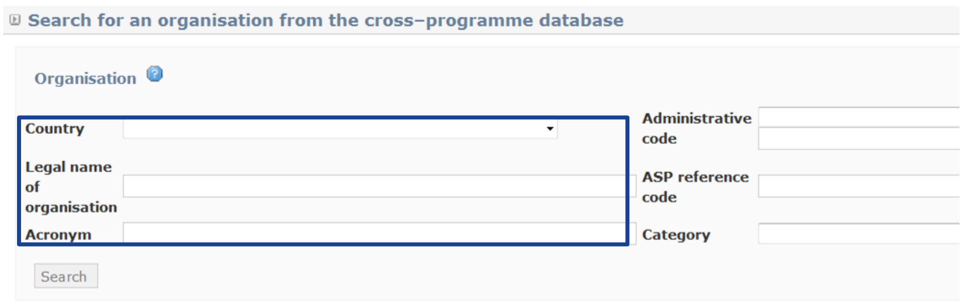
Step 7.2 Partners

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.



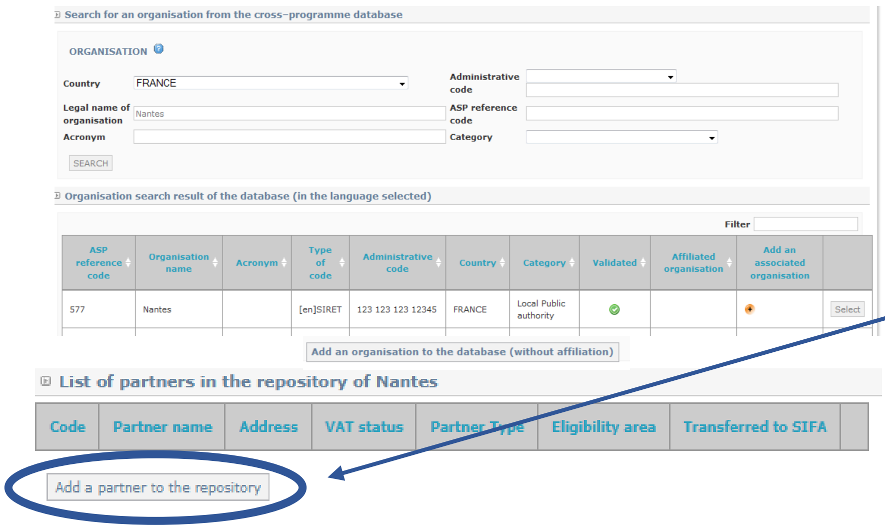
7.2.1 - Adding a partner: Create/Select an organisation

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

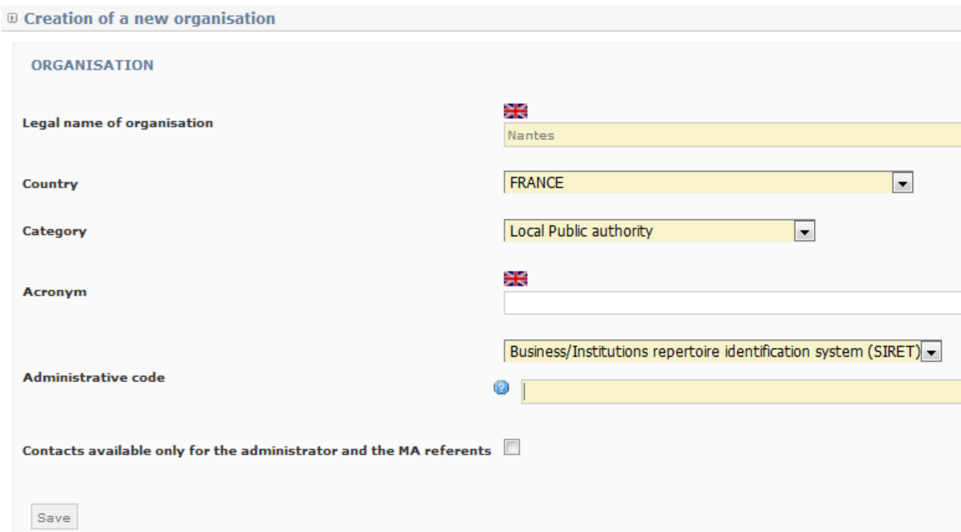
At this stage, there are 2 possibilities:

- 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.



- 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.
- On the screen it will appear **Add a partner to the depository,** click on it. A new window will appear where you will need to fill out the organisation details, as described in section *"7.2.3 - Adding a partner: Create the partner in the database".*
- If the organisation does not already exist in the database, click on **Add an organisation to the database**.



7.2.2 - 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** "*Città 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".

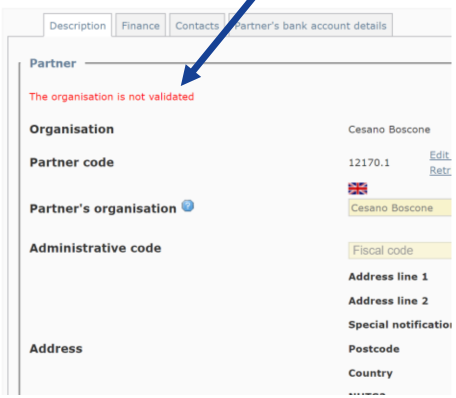
- **Category** : please choose « Local Public Authority »
- **Administrative Code**: when creating a new organisation in the system, an administrative code must be provided according to national legislation.

! 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, and also by moving your cursor to the question mark next to the section.
- 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.



7.2.3 - 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](map)).

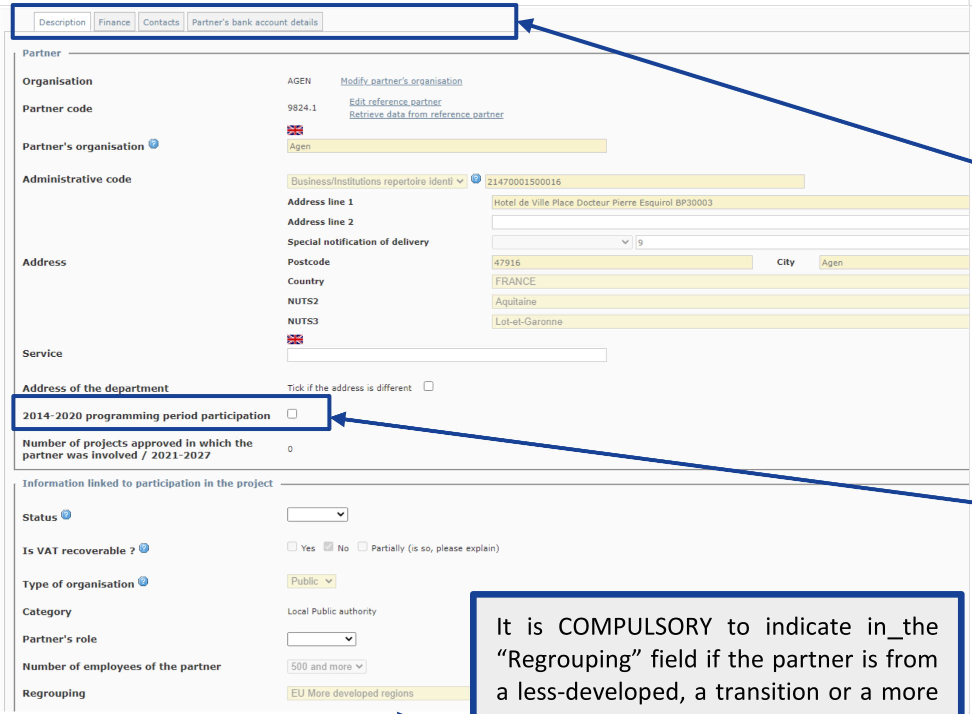
> **!** You can find further information about **NUTS (Nomenclature of Territorial Units for Statistics) codes** via this link.

> **!** 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.



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, Instrument for Pre-Accession (IPA) or Neighbourhood, Development and International Cooperation Instrument (NDICI) countries.

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.**

7.2.4 - Partner's Description

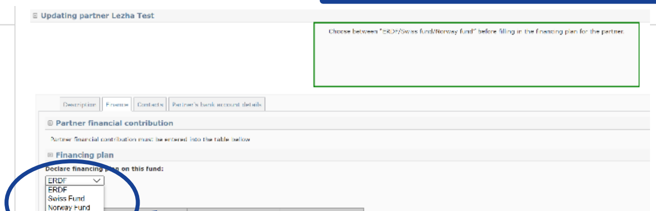
When you click on one partner's name, this screen appears.

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

☞ Do not forget to Save

☞ Click once more on the partner's name

☞ Click on the second tab "Finance"

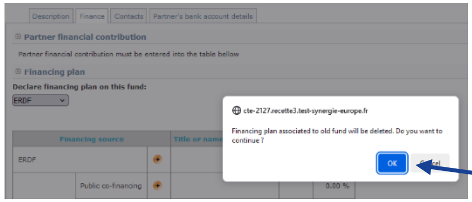


7.2.5 - Partner's Finance

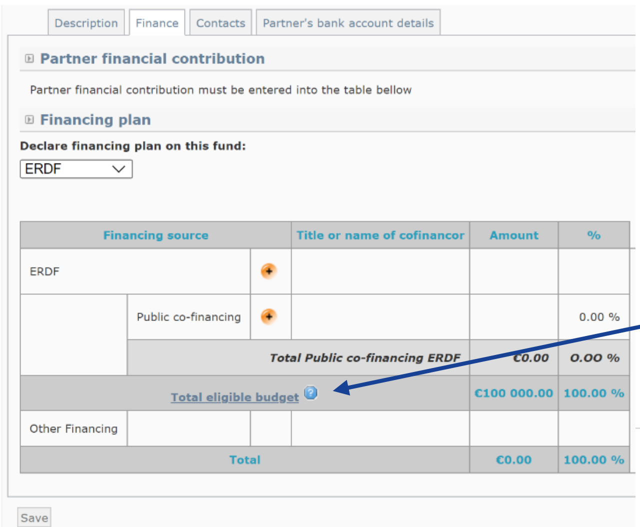
Transfer Networks are mainly co-financed by the European Regional Development Fund (*ERDF*). The remaining budget not covered by ERDF, Swiss, Norway, IPA or NDICI funds has to be covered by each project partner (*public co-financing*).
The maximum total eligible budget for Transfer Networks is 750,000.00€.

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

- In the screen, please select the fund (ERDF, Swiss/Norway, IPA or NDICI funds, as relevant).
- If you change the default selection on ERDF to IPA or NDICI or Norway and Switzerland funds you will get this pop up, where you have to click on  .



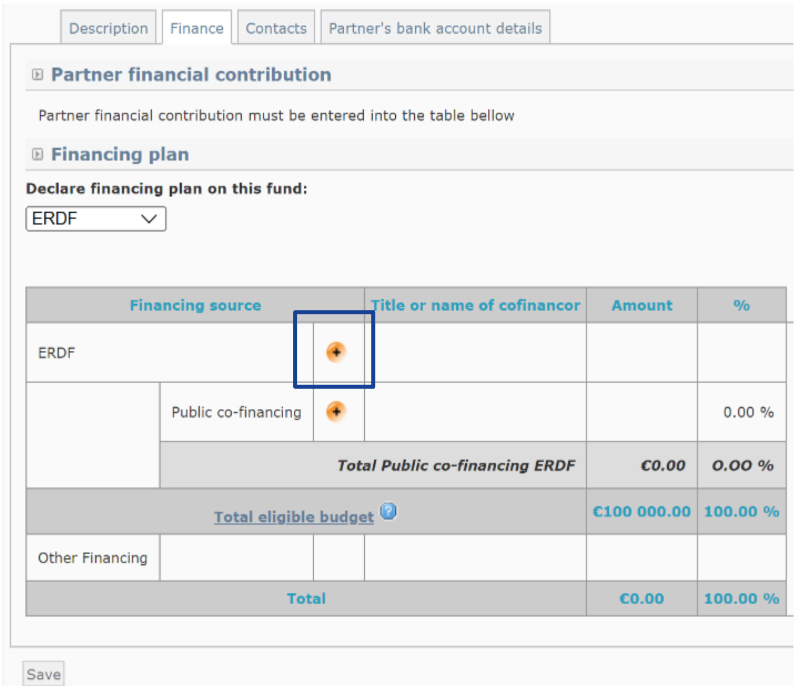
- Once completed this, click on the link "**Total eligible budget**" and indicate the data for the concerned partner.



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

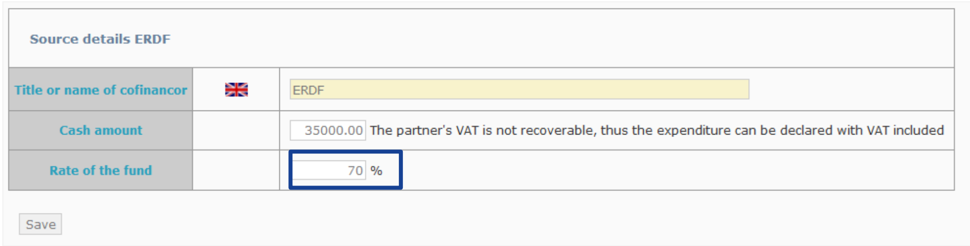
- Back on this screen, click on the "+" next to ERDF, IPA or NDICI.

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

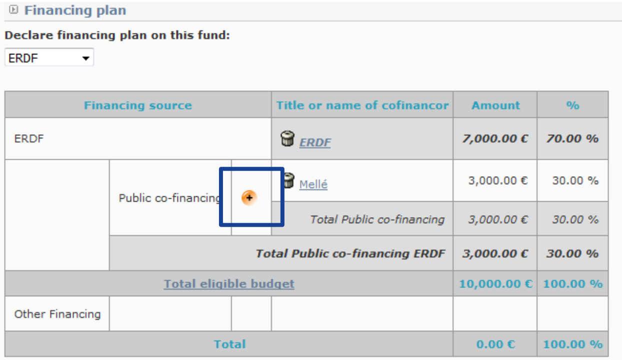
- Partners from 'more developed' regions are co-financed up to 65% by ERDF
- Partners from 'transition' regions are co-financed up to 70% by ERDF
- Partners from 'less developed' are co-financed up to 80% by ERDF

!

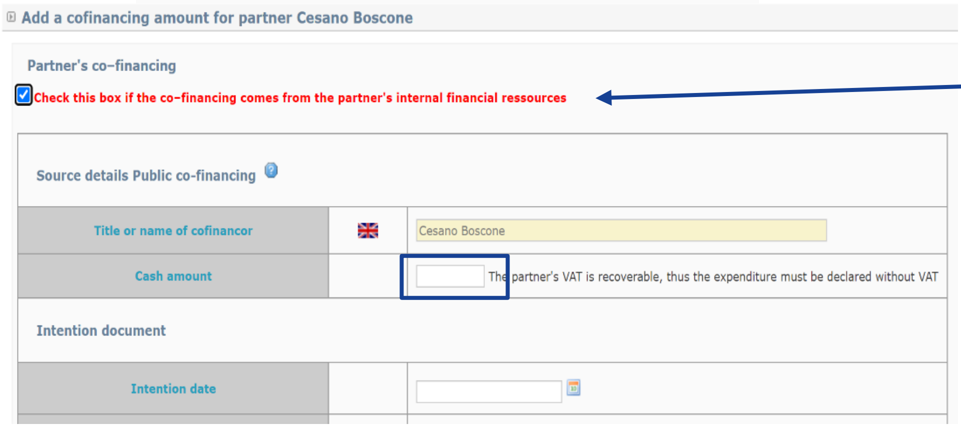
- Switzerland is a partner state of the URBACT programme. Partners from Switzerland can be co-financed up to 50% by a Swiss national fund
- Norway is a partner state of the URBACT programme. Partners from Norway may participate in Transfer Networks with Norwegian national funds covering up to 50% of 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 Ukraine and Moldova can participate in Transfer Networks using NDICI funding, without receiving ERDF co-financing. Ukraine and Moldova are co-financed by up to 95% by NDICI Funds.
- Partners from other countries, anywhere in the world, may participate with their own funding.



- Indicate the **<u>fund rate</u>** for the partner *(in the example, ERDF at 70% rate)*
- The cash amount is <u>automatically</u> calculated (*here 35000€)*
- Click on Save



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

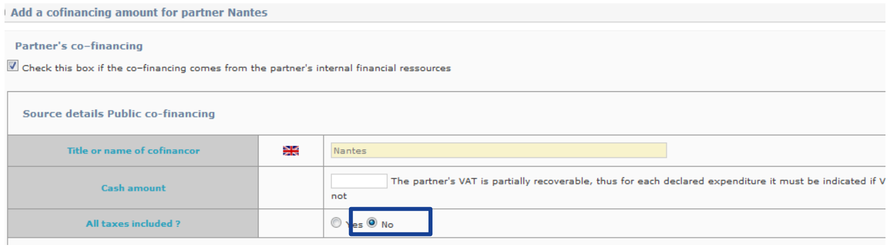


The following screen appears.

- **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)

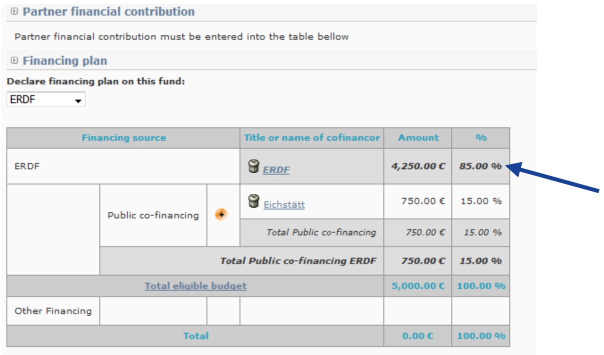
> **!** To enter amounts, please enter the amount without any coma or full stop: 15000€.
> The amount will automatically appear like this: 15,000.00€; If you need to enter decimals use the full stop to separate the decimals, like this: 0.52€

- 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.

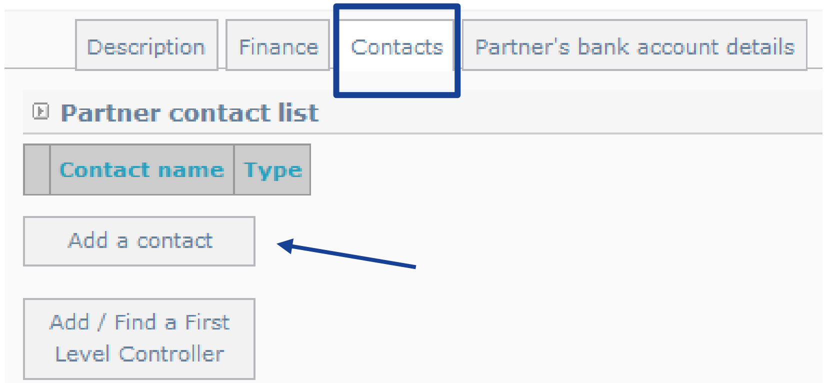


The budget for each partner should look like that.

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

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

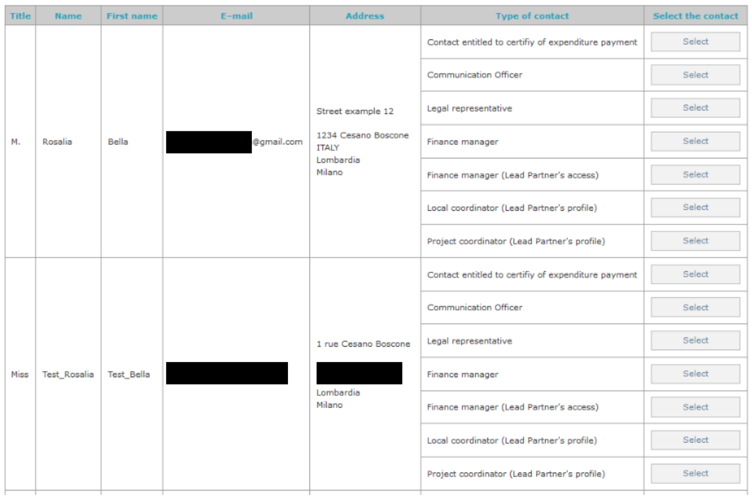
! **When filling in the tab "Finance" for each partner, keep in mind that the Network maximum budget shall not exceed 750,000.00€.**



7.2.6 - 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".

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.



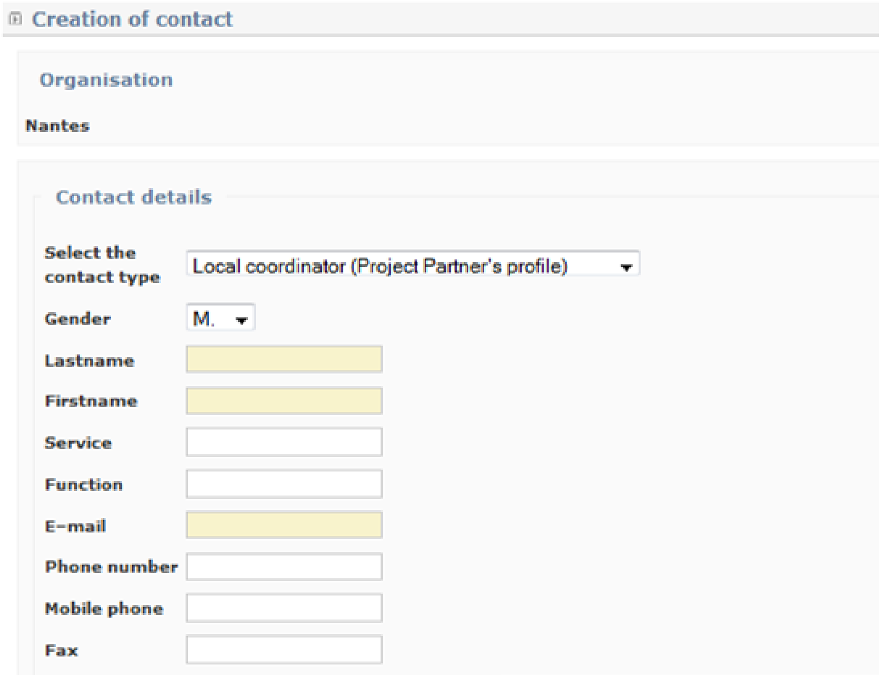
Title	Name	First name	E-mail	Address	Type of contact	Select the contact
M.	Rosalia	Bella	[redacted]@gmail.com	Street example 12 1234 Cesano Boscone ITALY Lombardia Milano	Contact entitled to certifiy of expenditure payment	Select
					Communication Officer	Select
					Legal representative	Select
					Finance manager	Select
					Finance manager (Lead Partner's access)	Select
					Local coordinator (Lead Partner's profile)	Select
					Project coordinator (Lead Partner's profile)	Select
Miss	Test_Rosalia	Test_Bella	[redacted]	1 rue Cesano Boscone [redacted] Lombardia Milano	Contact entitled to certifiy of expenditure payment	Select
					Communication Officer	Select
					Legal representative	Select
					Finance manager	Select
					Finance manager (Lead Partner's access)	Select
					Local coordinator (Lead Partner's profile)	Select
					Project coordinator (Lead Partner's profile)	Select

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 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**!

☞ Do not forget to Save.



Creation of contact

Organisation

Nantes

Contact details

Select the contact type: Local coordinator (Project Partner's profile)

Gender: M.

Lastname

Firstname

Service

Function

E-mail

Phone number

Mobile phone

Fax

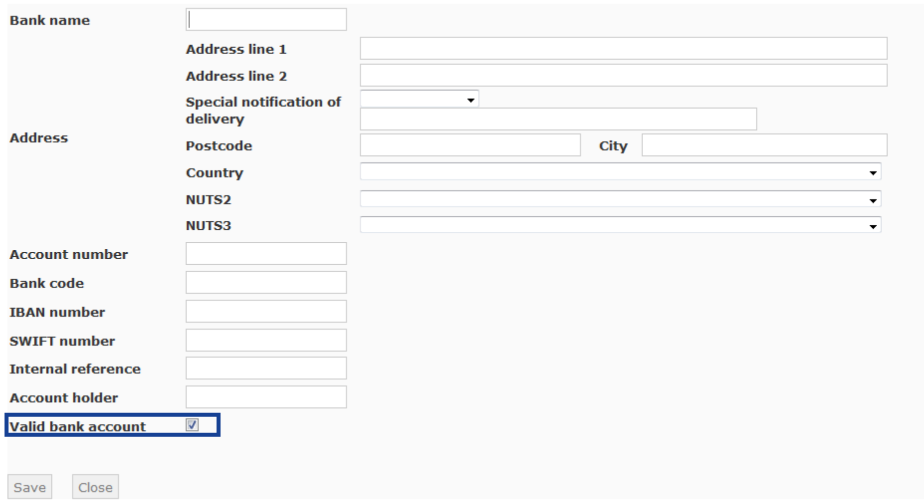
If no contact already exists for the organisation, click on Create a new contact. Some information regarding the organisation will already be filled in but if needed can be modified.

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.



7.2.7 - 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.
If you enter the Project partners' bank details too, make sure you get these codes from your new partners before entering data. You will find indications about the codes per country in Annex II.

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

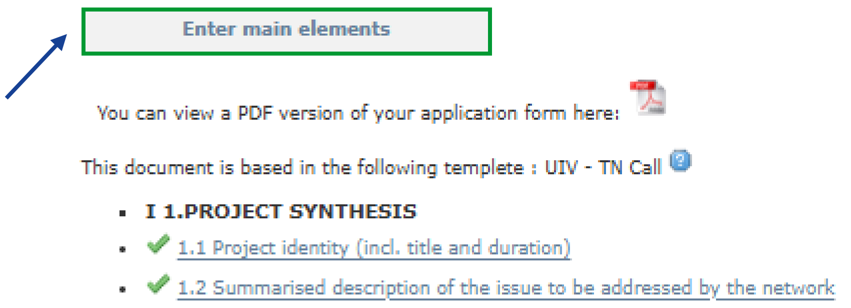
You will come back under the tab "Partners" of the menu of the project's main elements.

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 partners 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.**

- After providing all the requested information for each partner, remember to tick **"Tick box if you have finished inputting information on this screen".**
- You can proceed with information about the project.



Step 7.3 Deliverables (in Main Elements Menu)

Once all partners' information is filled, go to the "Enter Main Elements" part. You go there by clicking on "Project" in the menu bar on the top of the page.

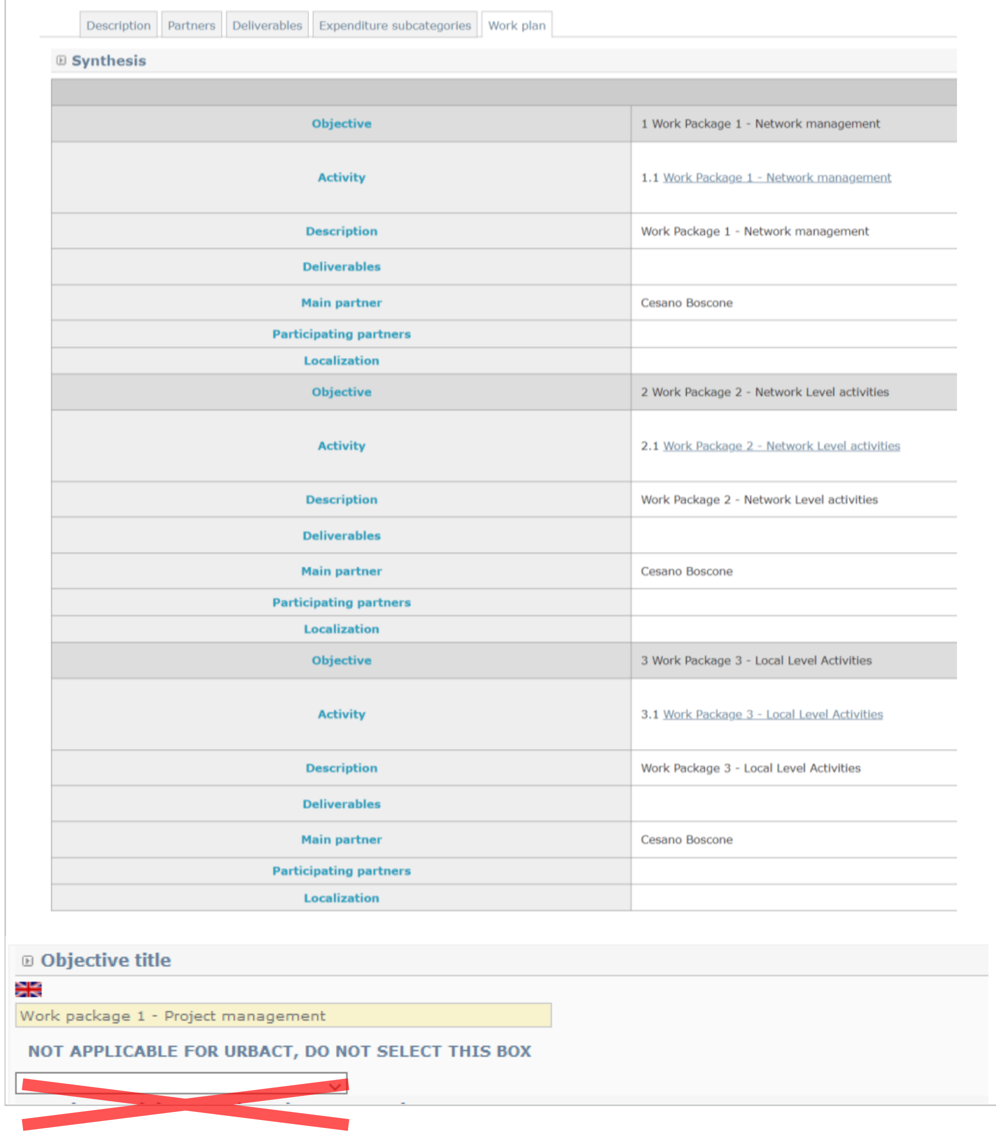
Please ignore the tabs "Deliverables" at this stage.

Under the tab "Deliverables", 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". You can TICK THE BOXES now and Save in order to see the progress in the index and get all sections with green ticks.

Step 7.4 Expenditure subcategories & Indicators

Please ignore the expenditure subcategories and Indicators tabs.

- 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	

Objective title

Work package 1 - Project management

NOT APPLICABLE FOR URBACT, DO NOT SELECT THIS BOX

Step 7.5 Work plan

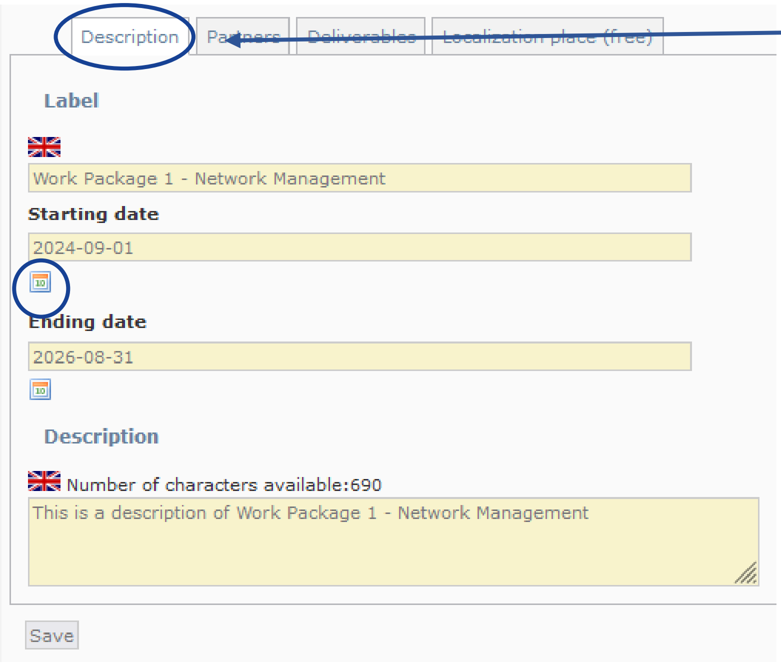
The activities to be implemented within the networks are organised around three Work Packages (WP). Each WP has specific objectives, defined actions and related expected deliverables.

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

You will only need to add Deliverables to Work Package 2 & 3, for Work Package 1 please leave that tab empty.

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

! In this section Work plan, you will notice a white box with the mention "NOT APPLICABLE FOR URBACT, DO NOT SELECT THIS BOX" after opening each Work package: **do no take this box into account.**



7.5.1 - Description

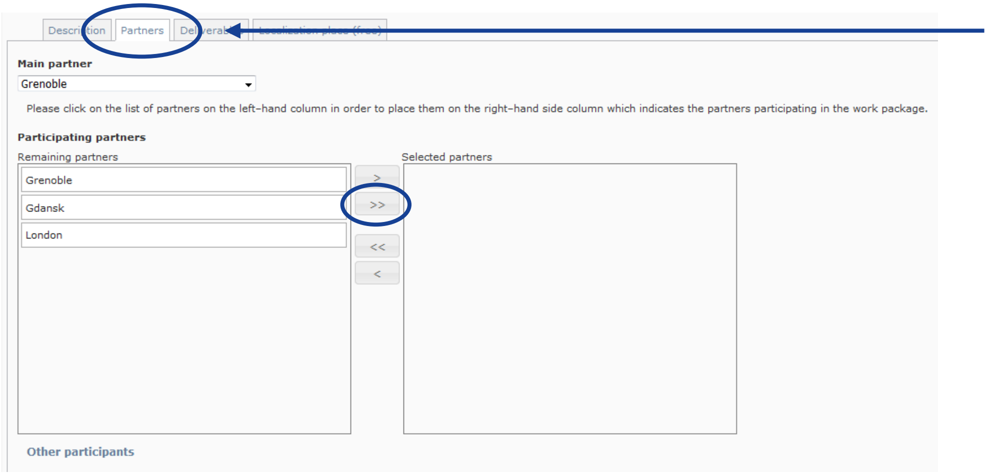
☞ After clicking on the link to go to Work Package 1, please start with "Description" tab.

Change the dates of the <u>Work Package 1</u> using the calendars.

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

- start date will be: **01/11/2025** (or 2025-11-01 as it will appear in SYNERGIE)
- end date will be: **30/05/2028** (or 2028-04-30 as it will appear in SYNERGIE)

☞ Save **and proceed to** "Partners" tab.



7.5.2 - Partners

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

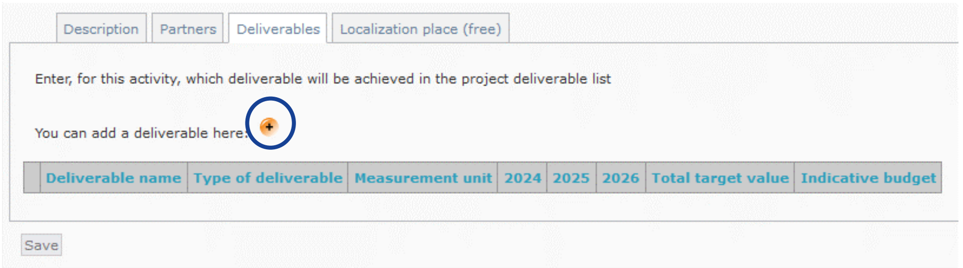
!

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.



7.5.3 - Deliverables

- Go to the "Deliverables" section. While in WP1, this step is not required.

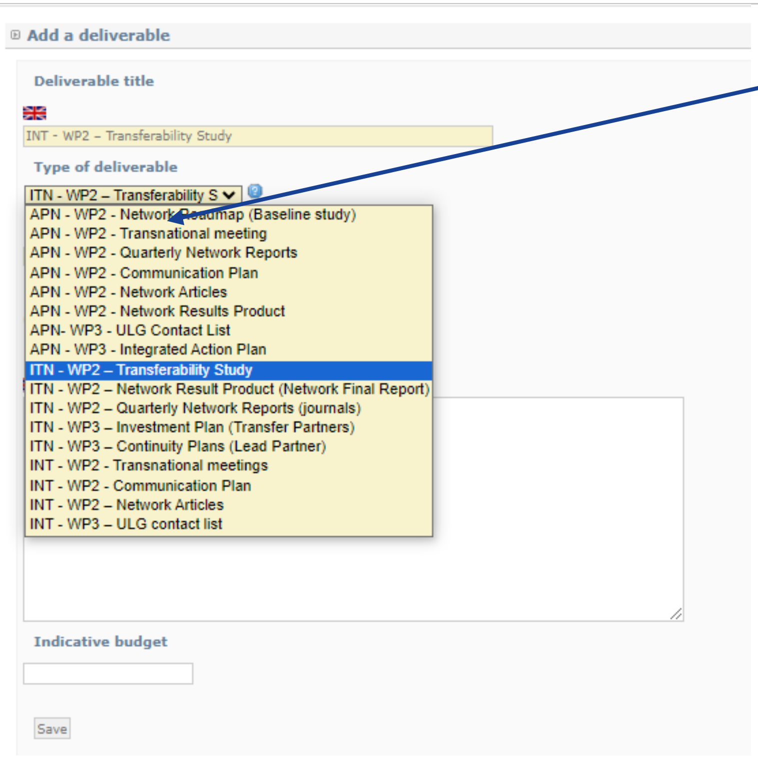
!

Don't add any deliverables for WP 1, this step applies only to WP 2 and WP 3

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) and proceed with the same steps described in 7.5.1 & 7.5.2 for WP2 and WP3.

Arriving to current step, 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.**



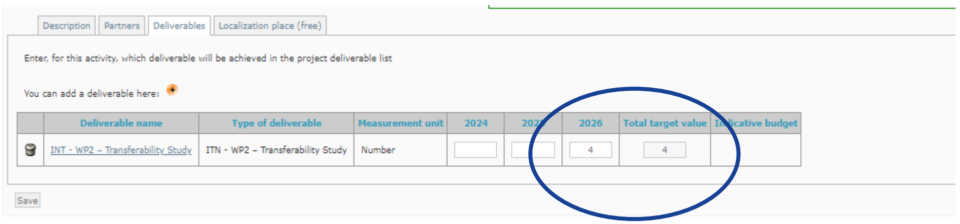
This screen appears. Click under “Type of deliverable” to get the whole list of 9 types of deliverables for Innovation Transfer Networks. You need to scroll down to get all the deliverables relevant starting with “ITN - WPX — Name of deliverable”.

! **It is compulsory to add all 9 TN deliverables to the corresponding Work Packages. Refer to Guide to Transfer Networks for more information. <u>Don’t add any APN or ITN deliverables which correspond to another call.</u>**

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

It is **<u>not compulsory</u>** 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”.*



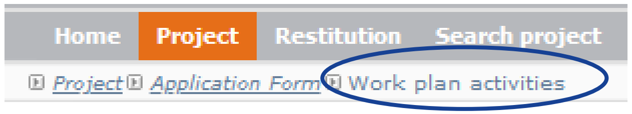
- Once all the deliverables have been added, indicate the numbers per year in the table.
- Click on Save.

7.5.4 – Localization place (free)

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

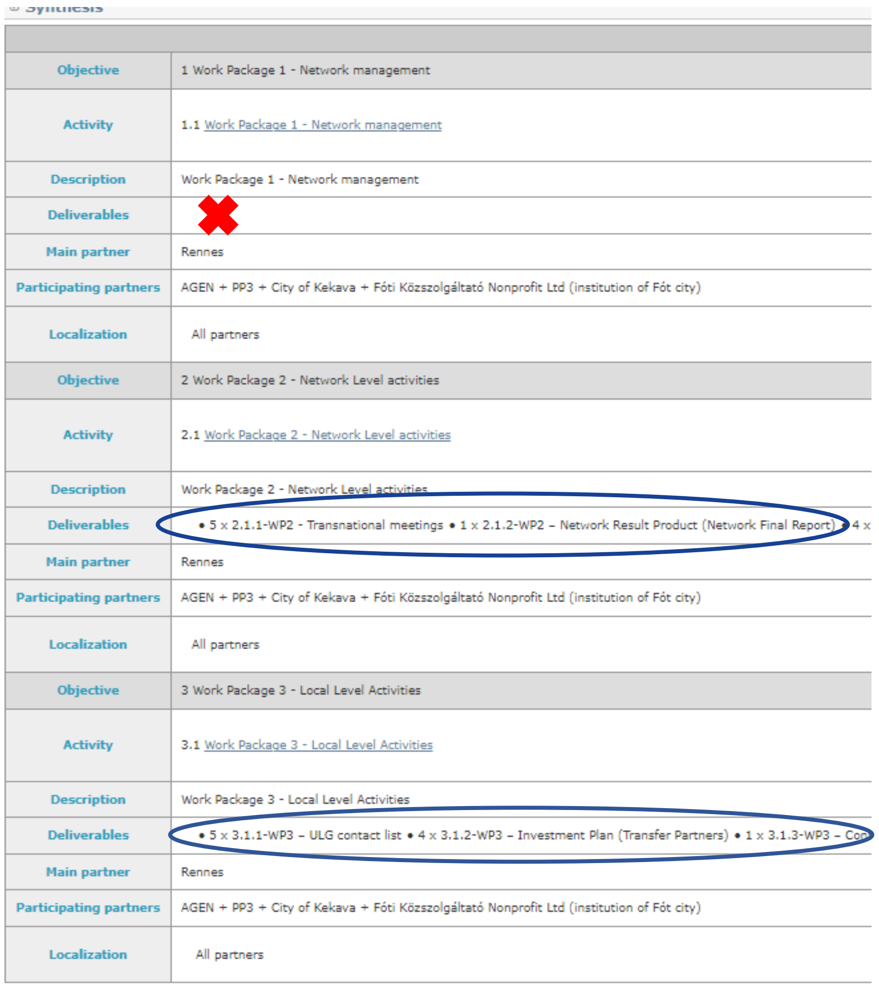
Do not take the "NUTS3 places" into account.

- Once it is done, 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).

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



Objective	1 Work Package 1 - Network management
Activity	1.1 Work Package 1 - Network management
Description	Work Package 1 - Network management
Deliverables	
Main partner	Rennes
Participating partners	AGEN + PP3 + City of Kekava + Fóti Közszolgáltató Nonprofit Ltd (institution of Fót city)
Localization	All partners
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	• 5 x 2.1.1-WP2 - Transnational meetings • 1 x 2.1.2-WP2 – Network Result Product (Network Final Report) • 4 x
Main partner	Rennes
Participating partners	AGEN + PP3 + City of Kekava + Fóti Közszolgáltató Nonprofit Ltd (institution of Fót city)
Localization	All partners
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	• 5 x 3.1.1-WP3 – ULG contact list • 4 x 3.1.2-WP3 – Investment Plan (Transfer Partners) • 1 x 3.1.3-WP3 – Co
Main partner	Rennes
Participating partners	AGEN + PP3 + City of Kekava + Fóti Közszolgáltató Nonprofit Ltd (institution of Fót city)
Localization	All partners

Once saved, your work plan should look like this – with the deliverables listed in the Work package table, after Deliverables. **No deliverable should appear in WP1.**
Please make sure that the dates (on the right hand of the screen) 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.

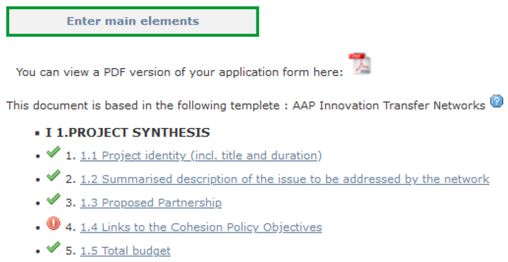
For example, for WP2, only add a quantity per year for the WP2 deliverables and ignore the others to be delivered under WP3.

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.



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".

SECTION I. PROJECT SYNTHESIS

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

- *Section I 3. – Proposed partnership.* It contains the list of your partners. If this is correct you can simply tick the box and Save.
- *Section 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.

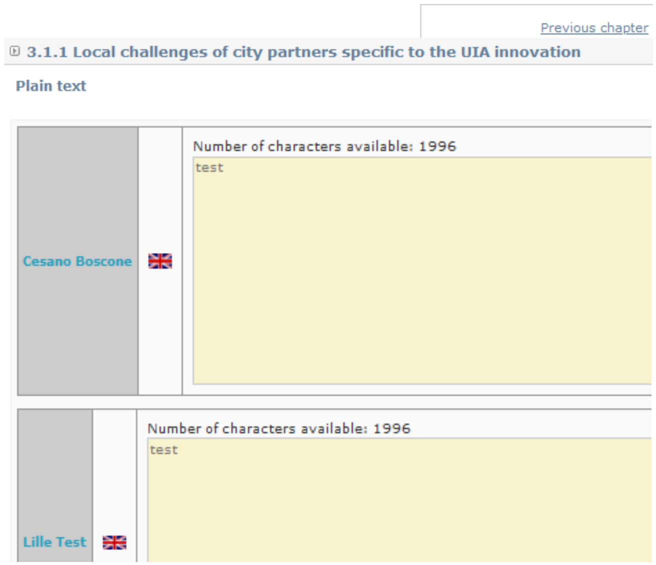
SECTION II. PRESENTATION OF PROJECT PROPOSAL

- **II PRESENTATION OF PROJECT PROPOSAL**: all questions are free boxes except question *II 2 – How will the transfer of the Good Practice build […]?.*

  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.

SECTION III. RATIONALE OF PROPOSED PARTNERSHIP

- **III RATIONALE OF PROPOSED PARTNERHSIP**: all questions from 3.1.1 to 3.1.6 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.



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

SECTION IV. ACTIVITIES AND EXPECTED OUTPUTS

- **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 WP 3!

- **IV 4. ACTIVITIES AND EXPECTED OUTPUTS**
- 1. 4.1 Description of Work Package 1- Network management
  - 1.1 4.1.1 Organisation of the project coordination
  - 1.2 4.1.2 Proposed approach to network-level and local-level communication
  - 1.3 4.1.3 Activities to be implemented under WP1
- 2. 4.2 Description of Work Package 2 – Network Level Activities
  - 2.1 4.2.1 General framework for Network Level Activities
  - 2.2 4.2.2 Proposed content, tools and methods for the transnational exchange and learning activities
  - 2.3 4.2.3 Expected outputs under WP2
- 3. 4.3 Description of Work Package 3 – Local Level Activities
  - 3.1 4.3.1 General framework for Local Level Activities
  - 3.2 4.3.2 Short description of the principles for linking transnational activities under WP 2 and local activities unde
  - 3.3 4.3.3 Expected outputs under WP3
- **V 5 PROJECT WORK PLAN**
- 1. 5.1 Work plan
- **VI 6 PROJECT MANAGEMENT AND LEADERSHIP**
- 1. 6.1 Lead partner experience (highlights of city's experience)
- 2. 6.2 Experience of proposed project coordinator
- 3. 6.3 Presentation of the Lead Partner project team (roles and responsibilities)
- **VII 7 USE OF EXPERTISE**
- 1. 7.1 Proposed use of expertise resources allocated by the Programme
  - 1.1 7.1.1 Proposed use of URBACT Lead Experts
  - 1.2 7.1.2 Proposed use of URBACT Ad Hoc Expert(s)
- **VIII 8 BUDGETARY PROPOSAL**
- 1. 8.1 Financial contribution by partner and source (incl. ERDF, IPA III funds and local contribution)
- 2. 8.2 ERDF/IPA per year
- 3. 8.3 Expenditure per partner, per year and budget subcategory
- 4. 8.4 Expenditure per year and budget category
- 5. 8.5 Project cost per budget line
- 6. 8.6 Project costs per budget category – Justification/Explanation
- **IX 9 SIGNATURE**
- 1. 9.1 Signature of the Lead Partner/project coordinator

SECTION V. PROJECT WORK PLAN

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

SECTION VI. PROJECT MANAGEMENT AND LEADERSHIP

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

SECTION VII USE OF EXPERTISE

- **VII.** concerns the **USE OF EXPERTISE** resources allocated by the Programme.

SECTION VIII BUDGETARY PROPOSAL

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

SECTION IX SIGNATURE

- **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.

SECTION VIII BUDGETARY PROPOSAL

Section VIII -8.1. Financial contribution by partner and source

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

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 %

This section summarises the financial plan, listing all partners and their respective contributions to the network's budget, both ERDF/CH/NO/IPA/NDICI 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 – 8.2. ERDF/IPA/NDICI per year

8.2 ERDF/IPA/NDICI per year

	ERDF	IPA	NDICI
2025			
2026			
2027			
2028			

In this table, you need to fill in the ERDF, IPA and NDICI contributions per year for the project, i.e. 2025, 2026, 2027 and 2028.

- Select the 2025 line, update the ERDF/IPA/NDICI amount respecting the number format "100,000.00 €" and click on the Save button.

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

8.3 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 €	
AGEN	0.00 €	
Total for the project	0.00 €	

Section VIII – 8.3 Expenditure per partner, per year and subcategory

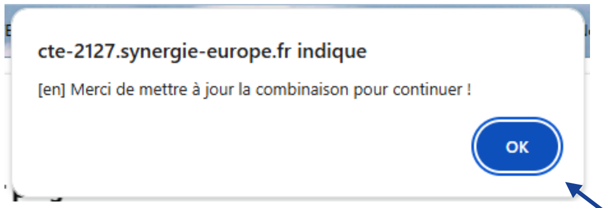
In this table, you have to enter the budget per partner, per year and per budget subcategory. **To do so, click on the " " at the right-hand side of the table.**

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 on the page of the call*).

- Maximum overall budget should not exceed 750,000.00 €.
- Costs for project management (administrative, financial and communication coordination) should not exceed 40% of the total project budget. This means the total of Staff costs and External Expertise Project Coordination subcategory costs.
- 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 15% flat rate of the staff costs. **Be careful to calculate this amount in your total eligible budget per partner.**

By clicking on " " you can open the detailed table of "Budget by subcategory and by year for the 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 «*Sélectionner la combinaison pour le partenaire*»**

There are two options, relevant for the budget of Travel & Accomodation costs:

2) or on a real cost basis, only when the flat rate is not an appropriate method for the partner for justified reasons (e.g., the budget obtained through the flat rate is not enough to cover all expected mandatory travels, as foreseen in the application and in the project activities, the project partner comes from an outermost or remote region or from one of the 7 EU candidate countries).

3) as a flat rate of 15% of the partner's staff costs

! **For the sake of simplification, project partners are asked to choose option 3 (flat rate). If a project partner chooses option 2 (real costs), they must justify why in the application form.**

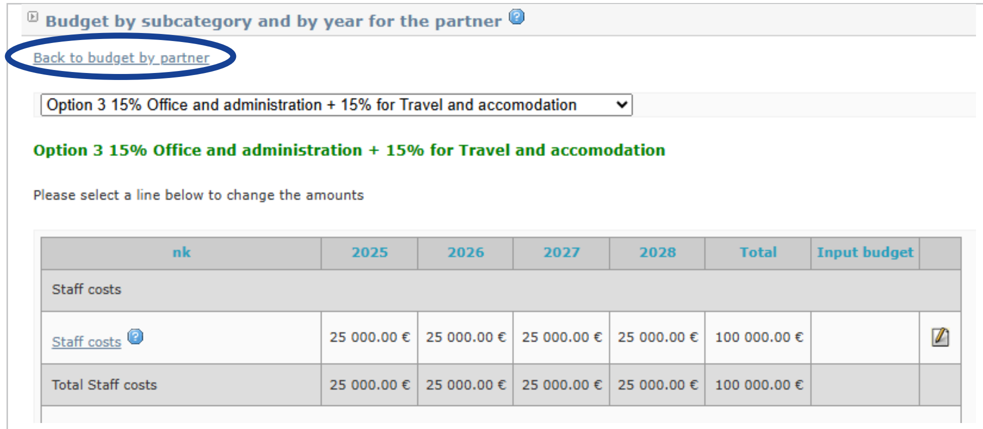
☞ Select "**Option 3 15% Office and administration + 15% for Travel and accomodation**"

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

☞ After you clicked on OK, click on "Associate the option 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.

! **When you start edit the budget line, do not fill in the "input budget" box.**



- **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.

8.4 Expenditure per year and budget category

	2025	2026	2027	2028	Total
Staff costs					
Staff costs	115 000.00 €	115 000.00 €	115 000.00 €	115 000.00 €	460 000.00 €
Total Staff costs	115 000.00 €	115 000.00 €	115 000.00 €	115 000.00 €	460 000.00 €
Office and Administration					
Office and Administration	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
Office and Administration	17 250.00 €	17 250.00 €	17 250.00 €	17 250.00 €	69 000.00 €
Total Office and Administration	17 250.00 €	17 250.00 €	17 250.00 €	17 250.00 €	69 000.00 €
Travel and Accommodation					
Staff Travel and Accommodation	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
Staff Travel and Accommodation	17 250.00 €	17 250.00 €	17 250.00 €	17 250.00 €	69 000.00 €
Total Travel and Accommodation	17 250.00 €	17 250.00 €	17 250.00 €	17 250.00 €	69 000.00 €
External Expertise and Services					
External Expertise Project Coordination	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
Expertise Meeting Organisation	0.00 €	22 000.00 €	20 000.00 €	0.00 €	42 000.00 €
Expertise Communication	0.00 €	0.00 €	20 000.00 €	0.00 €	20 000.00 €
Expert and other non-staff Travel	0.00 €	62 000.00 €	0.00 €	20 000.00 €	82 000.00 €
Expertise First Level Control	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
Total External Expertise and Services	0.00 €	84 000.00 €	40 000.00 €	20 000.00 €	144 000.00 €
Equipment					
Equipment	0.00 €	0.00 €	2 000.00 €	6 000.00 €	8 000.00 €
Total Equipment	0.00 €	0.00 €	2 000.00 €	6 000.00 €	8 000.00 €
Total	149 500.00 €	233 500.00 €	191 500.00 €	175 500.00 €	750 000.00 €

Section VIII – 8.4. 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 8.3.

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 total budget.

- Proceed to Next chapter.

8.5 Project cost per budget line

Expenditure Budget lines

Expenditure budget line	Subcategories	
Staff costs	Staff costs	460 000.00 €
	Total	460 000.00 €
Office and Administration	Office and Administration	0.00 €
	Office and Administration	69 000.00 €
	Total	69 000.00 €
Travel and Accommodation	Staff Travel and Accommodation	0.00 €
	Staff Travel and Accommodation	69 000.00 €
	Total	69 000.00 €
External Expertise and Services	External Expertise Project Coordination	0.00 €
	Expertise Meeting Organisation	42 000.00 €
	Expertise Communication	20 000.00 €
	Expert and other non-staff Travel	82 000.00 €
	Expertise First Level Control	0.00 €
	Total	144 000.00 €
Equipment	Equipment	8 000.00 €
	Total	8 000.00 €
Global budget		750 000.00 €

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

Save

~~Edit project expenditure budget lines~~

Section VIII – 8.5. 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.

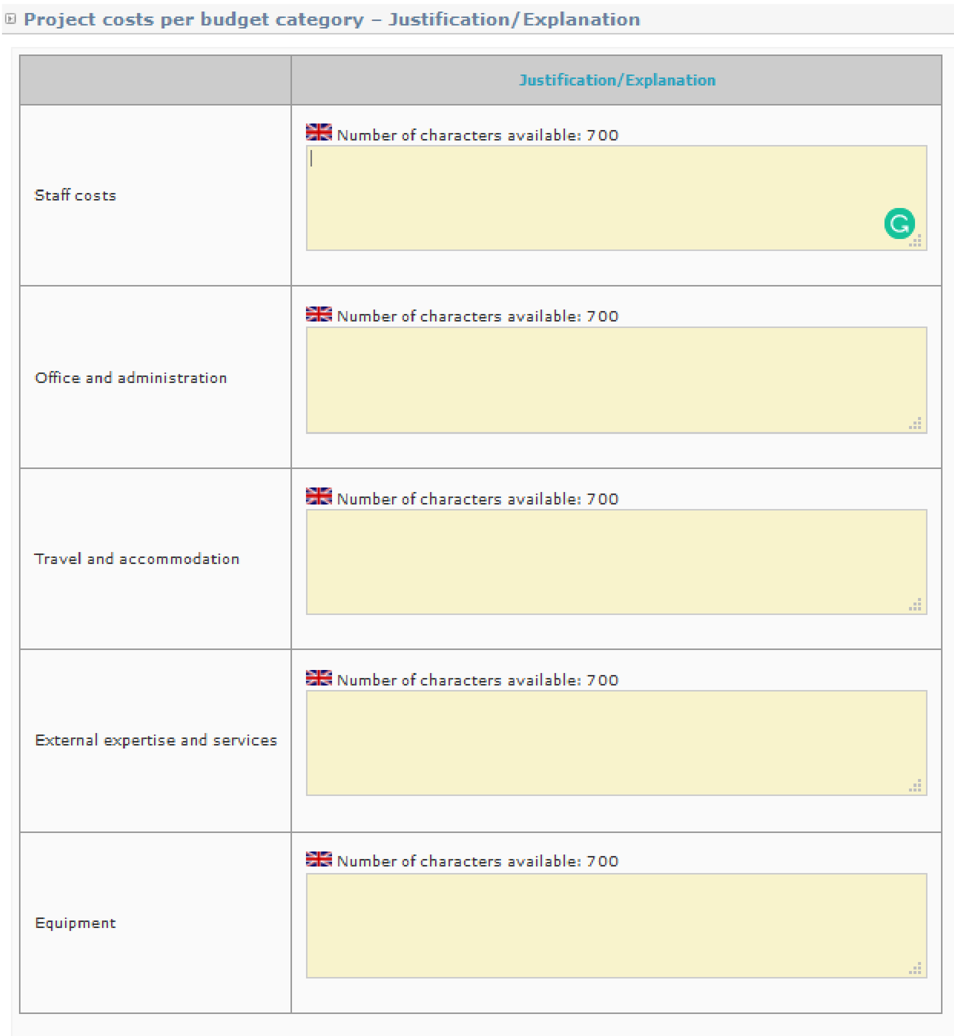
It is automatically filled in; nothing more needs to be done from your side.

- **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 8.3, 8.4 and 8.5 are consistent.

! If you need to change something in your budget, please go back to Section 8.3 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 – 8.6. 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.

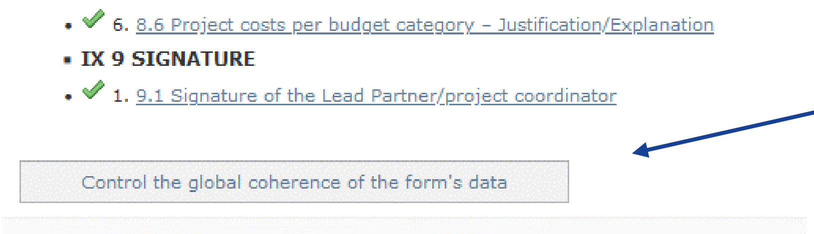
You are almost done! Last **section IX** concerns official stamp and signature of the Application Form.

- 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.



Step 9. "Check global coherence"

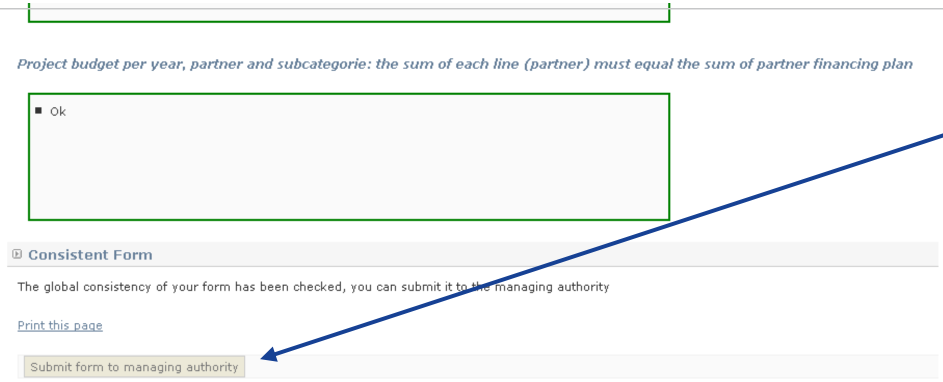
To check whether the Final Application form is fully and correctly completed, please click on the button "Control the global coherence of the form's data" at the bottom of the screen.

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".



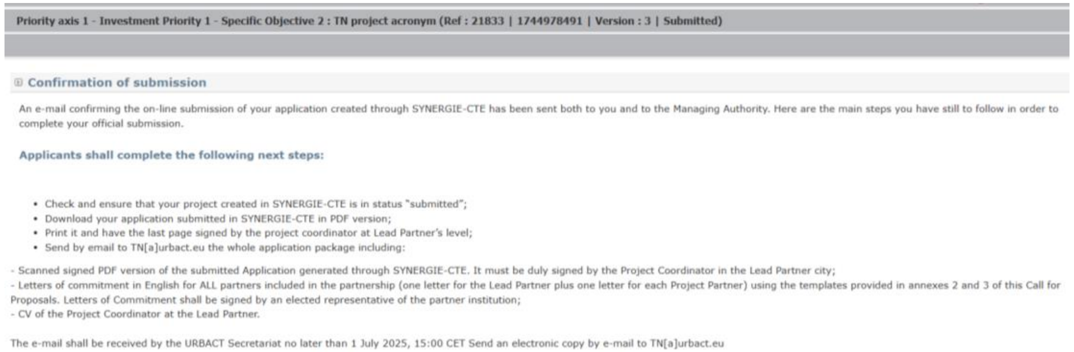
If no inconsistencies are found, you can submit the form.

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

IMPORTANT

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.

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.

Synergie CTE 2021-2027 Project submission: TN project acronym Inbox ×

no-reply@synergie-europe.fr
to me

Dear Applicant,

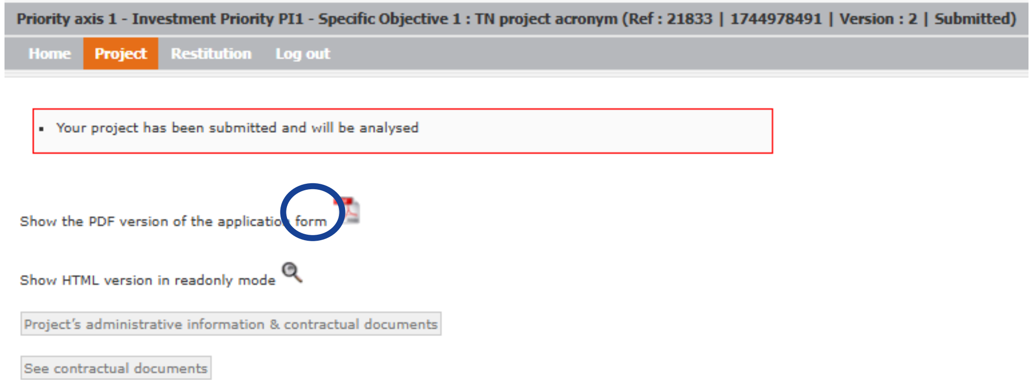
Thank you for submitting the Application Form in Synergie-CTE. Here are the main steps you have still to follow in order to complete your application:

- Check and ensure your project created in Synergie-CTE is in status "submitted"
- Download your application submitted in Synergie-CTE in PDF version
- Print and have the last page signed by the project coordinator at Lead Partner's level
- Send by email to TN@urbact.eu no later than 1 July 2025, 15:00 CET with the whole application package including:
    - Scanned signed PDF version of the submitted Application generated through SYNERGIE-CTE.
    - Letters of commitment in English for ALL partners included in the partnership
    - CV of the Project Coordinator at the Lead Partner;

Please make sure you respect the steps as indicated in the Terms of Reference for the Call for Transfer Networks.

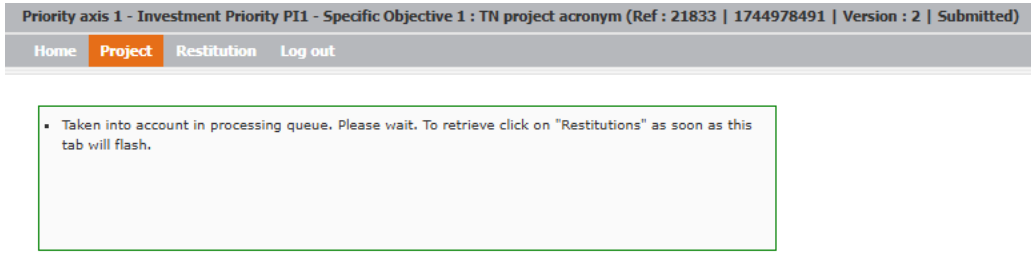
Kind regards,

The URBACT Team



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

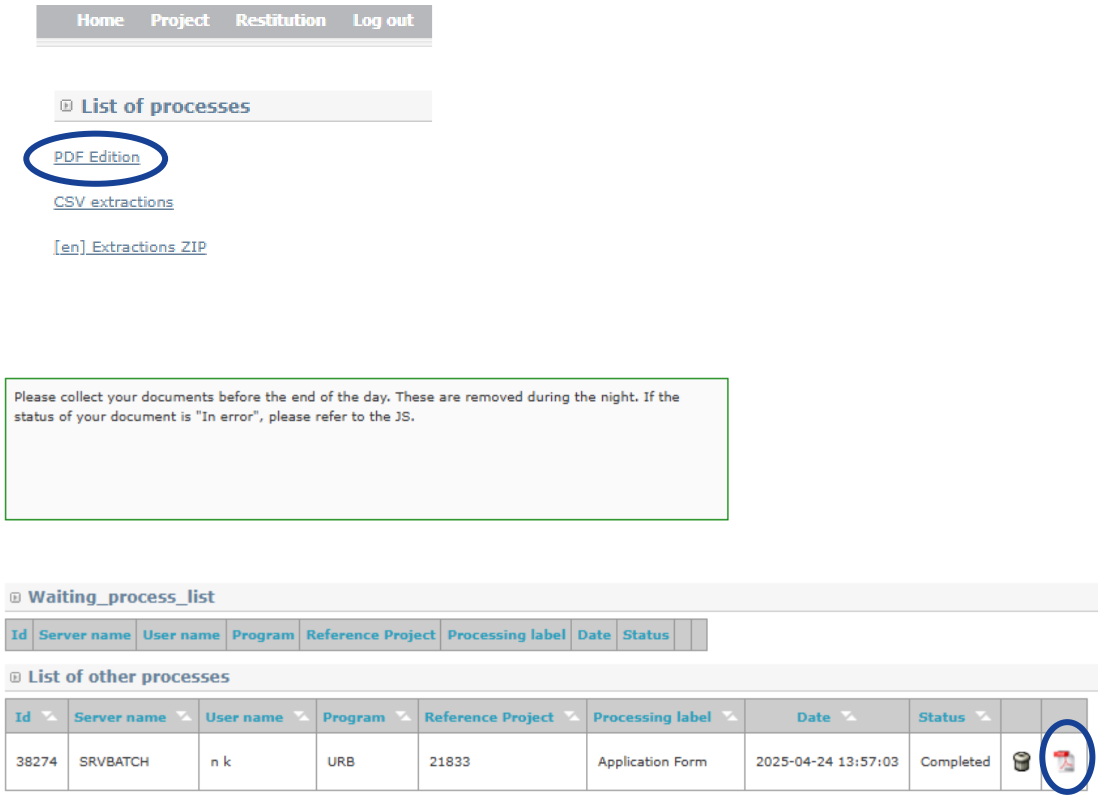
- When logging in, this screen will appear.
- Now, you have to print the PDF version of your application form. Please click on the PDF icon .



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 ‘PDF Edition’.

☞ 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** tn@urbact.eu

!

Please note that the system will be open until 30th June 2025 (15.00 pm CET), **in order to allow candidates to print the PDF** version of their Application.

On 30th June 2025, 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. 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 Engraphḗs 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 Mētrṓou)	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)

NDICI Countries	Name	Format
Moldova and Ukraine	N° gestion interne	No specific compulsory format for digits or letters, select the *N°gestion interne* and refer to an internal reference or NUTS code or whatever code, as relevant.

ANNEX II. ELIGIBILITY CRITERIA FOR TRANSFER 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 according to the instructions).
- The proposal fulfils the partnership requirements bringing together between 6 and 8 candidate 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, within the proposed network.
- 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 (refer to list of 116 Good Practices in annex).
- All candidate partners are eligible according to the URBACT Programme rules.
- The partnership does not include more than one partner per member state.
- The maximum budget for Transfer Networks (EUR 750.000 total eligible budget) has been respected.