

Driving change for better cities

Call for Transfer Networks

Time to submit your
application - final
troubleshooting

Online info session 24 June 2025

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[Check our past online info sessions!

- 23 April: Call Presentation & How to build a strong partnership for a Transfer Network
- 22 May: Exchange and learning during the network journey
- 17 June: Time to submit your application: tech & troubleshooting
- 24 June: Final troubleshooting

Details: urbact.eu/get-involved



[What we will focus on in today's webinar

1. Main features of the call
2. Eligibility requirements
3. Frequently Asked Questions
4. Additional last minute questions



[1. Main features of the Call for Transfer Networks

- **Partnership:** 6-8 partners including Good Practice City
- **Eligible Lead Partner:** 116 Good Practices selected in 2024
- **Eligible Partners:** all cities from
 - the EU,
 - Switzerland, Norway,
 - IPA: Bosnia-Herzegovina, Serbia, Albania, Montenegro, North Macedonia
 - NDICI countries: Ukraine & Moldova
- **Duration:** 30 months (from 01/11/2025 to 30/04/2028)
- **Budget:** 750 000€ / network

[2. Eligibility requirements – Partnership 1

- ✓ 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
- ✓ Max. 1 “non-city partner” allowed per network
- ✓ between 6 and 8 partners including the Lead Partner
- ✓ All candidate partners are eligible according to the URBACT Programme rules.
- ✓ The geographical / development balance is respected

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

2. Eligibility requirements – Partnership 2

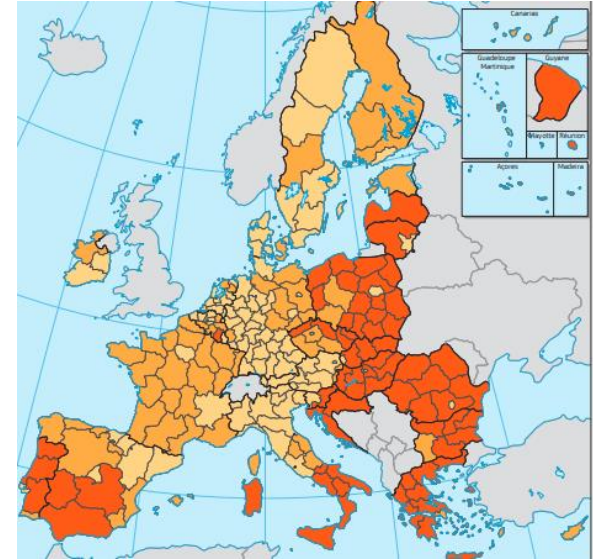
Geographical / development balance -
As per EU regulations:

- a network must involve partners from at least three different countries, of which at least two from EU Member States
- from the EU partners, at least half should be located in Less Developed and Transition EU Regions.

FOR EU CITIES

Check the status of your EU Region:

→ https://ec.europa.eu/regional_policy/sources/graph/poster2021/eu27.pdf



The full list of regions eligible for funding from the ERDF and the ESF Plus and of MS eligible for funding from the Cohesion Fund for the period 2021-2027

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32021D1130>

2. Eligibility requirements

« CITIES » :

- **Cities, municipalities, towns** (as defined by national rules)
- **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)**

[2. Eligibility requirements – Application process

- The application form (AF) is submitted by the Lead Partner in English in **Synergie CTE** before **Monday June 30th 3PM CET**
 - AF and LoC use the **official templates according to the instructions** providing the required information
 - The **maximum budget** for Transfer Networks (EUR 750.000 total eligible budget) has been respected.
- The **application package** including:
 - ✓ LP Project Coordinator **signed PDF of the AF** generated through SYNERGIE-CTE,
 - ✓ ALL partners (LP+PP) **signed LoCs** (by an elected representative) in English
 - ✓ **CV** of the Lead Partner's **Project Coordinator**
- >>> is sent to URBACT Joint Secretariat by email **at TN@urbact.eu by 1st of July 3PM CET**

3. FAQ

Network activities are structured into Three Work Packages:

- Description of **Work Package 1- Network management**
- Description of **Work Package 2 – Network Level Activities**
- Description of **Work Package 3 – Local Level Activities**

➡ In WP 1 there are no deliverables/outputs to indicate

➡ For WPs 2 & 3, check the Guide for applicants (esp. pp 14-24) for outputs

[3. FAQ: deliverables



Network level

- A **Transferability Study** – UNDERSTAND stage
- A **Communication Plan** – UNDERSTAND stage
- **Transnational Network meetings** (at least 6)
- **Quarterly Network Journals** (6 during UNDERSTAND & ADAPT stage)
- **Network Articles** (at least 3)
- **Final Network Report**

Local level

- A **URBACT Local group**
- A **Transfer Plan** (Roadmap & Report) – *For Transfer partners*
- An **Improvement Plan** – *For Good Practice Cities*

+ Additional customised set of Exchange & Learning and Communication activities to be decided by the partnership

3. FAQ

Network budget:

Up to EUR 750 000

(total incl. local co-financing)

Additional resources for expertise fees:

*Up to 160 days of expertise (Lead and Ad-Hoc Experts) =
EUR 120 000€*

(directly paid by the programme)

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

**Information around the conditions to participate have to be checked with the national authorities concerned.*

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3. FAQ: Budget

Budget categories

- a. Staff costs
- b. Office and administration
- c. Travel and accommodation
- d. External expertise and services
- e. Equipment

Check Programme Manual, Book One, Section D.

Expenditure budget line	Subcategories		
	Label	Indirect costs	Simplified costs
Staff costs	Staff costs 		
Total			
Office and Administration	Office and Administration 		
Total			
Travel and Accommodation	Staff Travel and Accommodation		
Total			
External Expertise and Services	External Expertise Project Coordination		
	Expertise Meeting Organisation		
	Expertise Communication		
	Expert and other non-staff Travel		
	Expertise First Level Control		
Total			
Equipment	Equipment		

[3. FAQ: Budget

Staff Costs

Covering: appointed **staff directly employed** by the partner

Salary payments and other costs directly linked to salary payments, and paid by the employer (such as employment taxes and social security, including pensions)

Office and administration

15% FLAT RATE of declared Staff Costs

Covering: operating and administrative expenses of the partner organisations that support delivery of project activities (office rent, maintenance, stationary, postage etc.)

[3. FAQ: HR

Lead Partners

at least the equivalent of 2 full-time posts recommended:

- A **Project Coordinator** - Full-time.
- A **Finance Officer** - Usually a half-time post.
- A **Communication Officer** - Usually a half-time post.

Project Partners

The equivalent of 1 full-time post is recommended.

Each Project Partner should therefore appoint, usually:

- A **Project Coordinator** - Usually a half time position.
- A **Finance Officer** - half time position is strongly recommended.

Costs for project management should not exceed 40% of the total network budget

Nota Bene: Lead Partners and Project partners must also foresee a Local ULG Coordinator

3. FAQ: Budget

Travel & Accommodation

Covering: travel costs of staff employed in the partner organisation to deliver the project

(Daily allowances/per diems (based on EU, national or local legislation), transports, meals, accommodations...)

Two options:

- Based on **real costs**
- Calculated as 15% FLAT RATE of declared Staff Costs

3. FAQ: Budget

External Expertise & Services

provided by a public or private body or a natural person outside of the partner organisation

- Exp. Project Coordination ***
- Exp. Meeting Organisation
- Exp. Communication
- Experts & other non-staff Travel
- Exp. First Level Control

*** **Nota bene:** costs related to financial management provided by external service providers, project coordination by external service providers, financial expertise, accountancy services **should be taken into account — along with related staff costs — for the calculation of the 40% of project management allowed**

Equipment

Covering: equipment purchased, rented or leased in few specific cases and if used solely for the purpose of the project

[3. FAQ: Main principles around costs management

- Costs are eligible starting from 01/11/2025;
- **No advance possible**, need for sufficient treasury, first reimbursement not before summer 2026;
- Costs must be **borne by the partner organisation**;
- **Preparation costs are not eligible**;
- **Reallocations over 20% is possible only through reprogramming at mid-term**;
- **sound financial management** and cost-efficiency with a priority given to options which demonstrate a **lower environmental cost**;
- All contracts shall comply with the basic principles of **procurement rules** depending on the amount of the contract.



QUESTIONS TIME



Don't wait last minute !!

THANK [u] FOR YOUR ATTENTION

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