

Driving change for better cities

Call for Transfer Networks

Time to submit your
application - tech &
troubleshooting

Online info session 17 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



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What we will focus on in today's webinar

1. Resources/guidance available
2. Checklist - Eligibility criteria
3. Main chapters of the TN Application Form
 - Main elements
 - Tips to navigate in Synergie
4. Budget
5. Submission procedure

[1. Where to start with the application?

Main documents:

- Terms of Reference
- Guide for applicants
- Programme Manual
- **PRACTICAL GUIDE TO SYNERGIE**

To help, check the application form and budget templates

All available at:

urbact.eu/get-involved

Contact: tn@urbact.eu



[2. Checklist - Eligibility Criteria

- The candidate Lead Partner has been awarded with an **URBACT Good Practice label in 2024**;
- The candidate Lead Partner is a candidate **Lead Partner in one URBACT proposal only** under this call;
- The application package is **submitted in English**, respecting the procedure outlined in the **Terms of Reference** and **within the notified deadline**. See slide 28 for details.
- The application package is **complete including the required documents** set out in the Terms of Reference. See slide 28 for details.
- 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 **maximum budget** for Transfer Networks (EUR 750.000 total eligible budget) has been respected. See slides 18 to 24 for details.

[2. Checklist - Eligibility Criteria

- 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 partnership **does not include more than one partner from the same country**;
- All candidate partners are **eligible** according to the URBACT Programme rules.

See slide
7 for
details.

2. Partnership Eligibility Criteria

- **6 to 8 partners** (Lead Partner included)
- Lead Partner **only cities with a 2024 URBACT Good Practice label**
- A beneficiary can be a partner in **max. 2 approved networks**
- **1 “non-city partner”** allowed per network
- **Each partner from a different country**
- Eligible Partners located in:
 - EU member states (ERDF funding)
 - IPA countries
 - NDICI countries
 - Partner states: Switzerland, Norway
- **Geographical balance:**
 - Every partner from a different country, of which **at least 2 from EU Member States**
 - from these EU partners, **at least half should be located in Less Developed and Transition EU Regions**

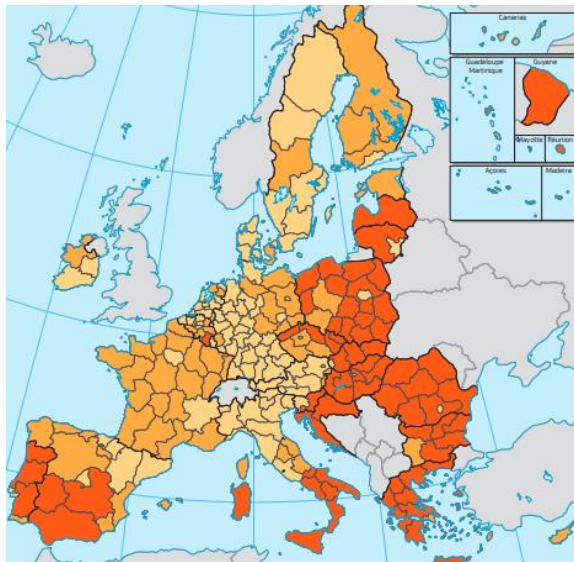
FOR EU CITIES

Check the status of your EU Region:

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

In case you have a doubt

→ Contact TN@urbact.eu



2. Main beneficiaries

« 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)**

Institutions from:

1. **27 EU Members States**
2. **Partner States** (Switzerland and Norway)
3. **IPA countries** (Albania, Bosnia and Herzegovina, Montenegro, North Macedonia and Serbia)
4. **NDICI countries** (Ukraine and Moldova)

In case you have a doubt about a potential partner's eligibility
→ **Contact TN@urbact.eu**



3. THE APPLICATION FORM


3. Application Form


Lead Partners complete and submit the Application form through the **online system SYNERGIE-CTE** and send all requested documents of the application package to the URBACT Joint Secretariat by email

3. Content of Application

The Application Form is composed of a “main elements parts” followed by 9 chapters:

Enter main elements








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

This document is based in the following template : UIV - TN Call 

I 1.PROJECT SYNTHESIS

-  [1.1 Project identity \(incl. title and duration\)](#)
-  [1.2 Summarised description of the issue to be addressed by the network](#)
-  [1.3 Proposed Partnership](#)
-  [1.4 Links to the Cohesion Policy Objectives](#)
-  [1.5 Total budget](#)

II 2. PRESENTATION OF PROJECT PROPOSAL

- 2.1 Thematic Content
 -  [2.1.1 Description of the Good Practice, highlighting key elements, and policy challenge to be addressed](#)
 -  [2.1.2 Link to European urban policy context 2021-2027](#)
-  [2.2. How will the transfer of the Good Practice build the capacities of cities to design and implement sustainable ur](#)
-  [2.3 How will gender equality and equal opportunities be addressed by the network?](#)
-  [2.4 How will environmental sustainability be addressed by the network?](#)
-  [2.5 How will digitalisation be addressed by the network?](#)
-  [2.6 What is the added value of this network related to the theme proposed?](#)

Enter main elements

I. Project synthesis

II. Presentation of project proposal

III. Rationale of proposed partnership

IV. Activities and expected outputs

V. Project work plan

VI. Project management and leadership

VII. Use of expertise

VIII. Budgetary proposal

IX. Signature

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3.2 Presentation of Project Proposal

- **Presentation of network theme:**
 - Define the main policy challenge to be addressed
 - Highlight the link with the EU Cohesion policy objectives
 - Describe the relevance for cities across Europe and how it adds value to other EU policy initiatives.
- **Three Cross – cutting aspects** to be considered in the proposals



GREEN TRANSITION



GENDER



DIGITAL TRANSFORMATION

Check Part III of the Guide for applicants, page 25-27

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[3.3 Presentation of the proposed partnership

- **Highlight**

- The local situation of partners in relation to the policy issue/topic addressed by the network
 - Why the challenge is a priority for the network partners, if/how it was previously addressed, if/what are local strategies
- The motivation to transfer the Good Practice and the expected results
- The added value of the partners to work together on the transfer of the Good Practice

Check Part III of the Guide for applicants, pages 27-30

[3.4 Activities, Project Work Plan & Work Packages

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

[3.6-.7 Network Management & Expertise Support

Applicants shall describe:

- Experience of the Lead Partner (the city) and of the proposed project coordinator + presentation of the Lead Partner's project team
- Needs identified for the use of URBACT Lead Expertise and Ad-Hoc Expertise (skills and capacities)

Check Part III of the Guide for applicants, page 31

[3.8 Budget sections...

For second part of webinar...



QUESTIONS?



FOCUS ON: BUDGET

Financial resources for the network

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€*

(paid by the programme directly)

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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Budget categories

Five main budget categories

- Staff costs
- Office and administration
- Travel and accommodation
- External expertise and services
- 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 ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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		

Eligible costs per budget category

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.)

[Staff Costs : HR recommendations

Lead Partners

Sufficient human resources should be allocated to ensure suitable project management for a Lead Partner.

We recommend at least the equivalent of 2 full-time posts.

The Lead Partner should therefore appoint, usually:

- 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.

Tip: Costs for project management should normally not exceed 40% of the total budget

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

[Eligible costs per budget category

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

Eligible costs per budget category

External Expertise & Services

Covering: Expenditure for external expertise & services provided by a public or private body or a natural person outside of the partner organization

- 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 staff costs — for the calculation of the 40% allowed**

Equipment

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

[Main principles around costs management

- Costs are eligible starting from 01/11/2025;
- No advance possible, need for sufficient treasury, first payment not before summer 2026 and same for 2 next rounds of reporting;
- Costs must be borne by the partner organisation;
- Preparation costs are not eligible;
- Reallocation over 20% is possible only through reprogramming process at mid-term;
- Principles of 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

Priority axis 1 - Investment Priority PI1 - Specific Objective 1 :

Home Project Restitution Programme Parameters

Application Form

VIII 8 BUDGETARY PROPOSAL

- ✓ [8.1 Financial contribution by partner and source \(incl. ERDF, IPA III funds and local](#)
- ❗ [8.2 ERDF per year](#)
- ❗ [8.3 IPA per year](#)
- ❗ [8.5 Expenditure per year and budget category](#)
- ❗ [8.4 Expenditure per partner, per year and budget subcategory](#)
- ❗ [8.6 Project cost per budget line](#)
- ❗ [8.7 Project costs per budget category – Justification/Explanation](#)

LET'S MOVE TO:
SYNERGIE !

[Submission procedure

Lead Partners
responsibility for both
steps

Two steps required to submit your application

1 - Online submission of the application form through the SYNERGIE-CTE system
in English **by 30 June 2025 at 15:00 (Paris time)**

- *The Practical Guide to SYNERGIE is now available! check urbact.eu/get-involved*

2 - Send the application package by email to TN@urbact.eu
by 01 July 2025 at 15:00 (Paris time)

- *Scan of the signed PDF of the application form generated through SYNERGIE-CTE,*
- *ALL partners (LP+PP) signed letters of commitment (by an elected representative) in English*
- *CV in EN of the Lead Partner's Project Coordinator*



Don't wait last minute !!

[Next URBACT webinars - Save the date!

24 June: Final troubleshooting webinar – 10.00 Paris time



THANK [u] FOR YOUR ATTENTION

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MORE INFORMATION AT
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