

URBACT IV – PRACTICAL GUIDANCE
TO SYNERGIE

APPLICATION FORM – ACTION NETWORKS

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URBACT



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Table of Contents

INTRODUCTION	3
1. CREATE / LOG INTO YOUR ACCOUNT IN SYNERGIE CTE.....	4
STEP 1A. CREATE AN ACCOUNT	
STEP 1B. CREATE YOUR SYNERGIE ACCOUNT	
STEP 2. CREATE/SELECT AN ORGANISATION.....	
STEP 3. CREATE AN ORGANISATION.....	
STEP 4. CREATE A CONTACT	
STEP 5. VALIDATE YOUR ACCOUNT	
2. CREATE YOUR PROJECT PROPOSAL.....	9
STEP 5. CREATE A PROJECT	
3. COMPLETE YOUR APPLICATION FORM.....	11
STEP 7. APPLICATION FORM - ENTER MAIN ELEMENTS	
STEP 8. APPLICATION FORM: FILL IN ALL SECTIONS.....	
4. SUBMIT YOUR PROJECT PROPOSAL	41
STEP 9. CHECK GLOBAL COHERENCE.....	
STEP 10. COMPLETE YOUR OFFICIAL SUBMISSION	
ANNEX I. ADMINISTRATIVE CODES PER COUNTRY	45
ANNEX II. ELIGIBILITY CRITERIA FOR ACTION NETWORK APPLICATIONS.....	48

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 Action 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 Action Networks](#) and the [Guide to URBACT Action 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
17 June 2026, 15:00 CEST.**



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 17 June 2026, 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.

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



Create a user account for the programme URBACT IV

If you are already a lead partner in this programme, please connect normally using your existing login and password

- You already have a user account on a project as a partner but not as a lead partner
- You do not have a user account for SYNERGIE CTE

Step 1b. Create your SYNERGIE Account

This screen appears: “**Create a user account for the programme URBACT IV**”.

A pop-up window then appears.

As a candidate Lead Partner under URBACT IV you have to create a new account 21-27 or update your project partner account.

Click on option “You already have a user account on a project as a partner but not as a lead partner” or option “You do not have a user account for SYNERGIE CTE”, then on “Proceed” button.

Application Form Guidance – Action Networks

👉 If you already have a Lead Partner account in this Programme, you can connect normally using your existing login and password.

! Please note that your potential precedent account on SYNERGIE CTE 14-20 is not valid on this new platform.

Step 2. Create/Select an organisation

This screen appears: “Search for an organisation 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 already exists in the system, and you have to **select** it in the list available
- Your institution does not exist and you have to **create it**

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

🔍 Search for an organisation from the cross-programme database

ORGANISATION ⓘ

Country Administrative code

Legal name of organisation ASP reference code

Acronym Category

NOT APPLICABLE FOR URBACK LP CANDIDATES

SEARCH ←

🔍 Search for an organisation from the cross-programme database

ORGANISATION ⓘ

Country Administrative code

Legal name of organisation ASP reference code

Acronym 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	Administrative code	Country	Category	Validated	Add an associated organisation
047	Ferrara	-	City of Ferrara	[en]N° IVA	00297110389	ITALY	Local Public authority	✔	⊕ Select
145	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

Filter

SEARCH

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, **PLEASE DO NOT CREATE IT AGAIN.**

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 **Step 4. “Create a contact”** (below).

👉 If your organisation does not already exist in the database, click on **Add an organisation to the database** and go to [Step 3. “Create an organisation”](#) (below).

🔍 Search for an organisation from the cross-programme database

ORGANISATION

Country: ITALY Administrative code: []

Legal name of organisation: [] ASP reference code: []

Acronym: [] 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: []

Administrative code: []

Save

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.

👉 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**

Contact details

Gender: M

Surname: [Yellow]

Firstname: [Yellow]

Service: [White]

Function: [White]

E-mail: [Yellow]

Phone number: [White]

Mobile phone: [White]

Fax: [White]

Address

Street: [Yellow]

Address: [White]

Special notification of delivery: [White]

Postcode: [Yellow] Locality: [Yellow]

Country: [Yellow]

NUTS2: [Yellow]

NUTS3: [Yellow]

Language of contact

UK FR

User account

Login name: [Yellow]

New password: [Yellow] The password must contain between 6 and 16 characters and include at least one letter, one number and one special character

Confirm new password: [Yellow]

I'm not a robot

reCAPTCHA Privacy - Terms

Save

Step 4. Create a contact

Once you have selected/created your Organisation, the following screen should appear.

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.

• You have successfully created your account.. In order to validate it, a link has been sent to your e-mail box. ATTENTION! This link is valid for a limited period of 7 days. When expired, you will have to create a new account.

Nom d'utilisateur
g.giogli

Mot de passe

[Password forgotten...](#)

[Continuer ?](#)

• ce compte a été désactivé, contactez l'autorité de gestion de votre programme

Nom d'utilisateur
g.giogli

Mot de passe



[mot de passe oublié ?](#)






[Continuer ?](#)

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.

Application Form Guidance – Action Networks

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

 **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=d3dad2a45cd84a6bcf2d695a9391864c8ac3c4445c07807a3016b8b96df512f91e987bc61e75b2abf03e13d533cfb8cf43b0b3bd7be1fb05ea27fe79092f6cd&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**.

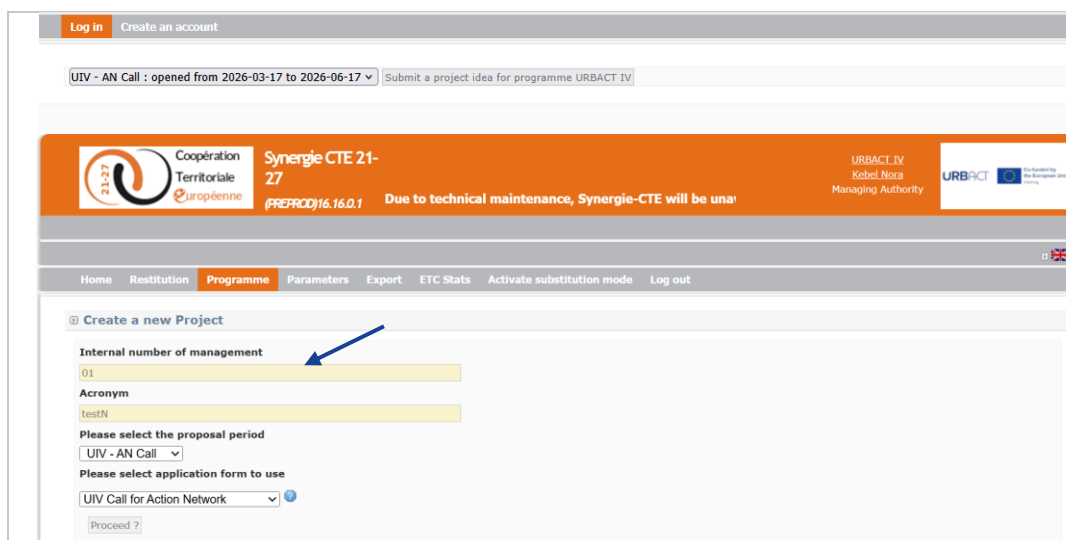
 Once you received the email, in order to validate your account, click on the link in the email. Be careful, the link is only valid for 7 days.

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 **17th June 2026, 15:00 CEST**.

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




The screenshot shows the SYNERGIE-CTE website interface. At the top, there are links for 'Log in' and 'Create an account'. Below this is a navigation bar with the text 'UIV - AN Call : opened from 2026-03-17 to 2026-06-17' and a button 'Submit a project idea for programme URBACT IV'. The main header features logos for 'Coopération Territoriale Européenne', 'Synergie CTE 21-27', 'URBACT IV Kébel Nara Managing Authority', and 'URBACT'. A message states 'Due to technical maintenance, Synergie-CTE will be unavailable'. The navigation menu includes 'Home', 'Restitution', 'Programme', 'Parameters', 'Export', 'ETC Stats', 'Activate substitution mode', and 'Log out'. The 'Create a new Project' form is displayed with the following fields: 'Internal number of management' (01), 'Acronym' (testN), 'Please select the proposal period' (UIV - AN Call), and 'Please select application form to use' (UIV Call for Action Network). A blue arrow points to the 'Internal number of management' field. A 'Proceed ?' button is at the bottom of the form.

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 Action Networks – UIV Call for Action Network”**.

 Please select the option and click on .

Application Form Guidance – Action Networks

Give general information about your project. For this Call for Transfer Networks, all networks shall select the specific objective 1.1.1.*

Your project

Your organisation/structure Marseille

Reference partner Select a reference partner

What would be your project acronym ? [Yellow field]

To which priority-axis of the programme is your project related ? [Blue box: 1. Interreg Specific Objective "a better cooperation governance"]

Proceed ?

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.

Create a new partner in the repository

Label [Yellow field]

Address

Address line 1 [Yellow field]

Address line 2 [White field]

Special notification of delivery [Dropdown]

Postcode [Yellow field] City [Yellow field]

Country [Dropdown]

NUTS2 [Dropdown]

NUTS3 [Dropdown]

VAT recovery Yes No Partially

Partner type [Dropdown]

Number of staff [Dropdown]

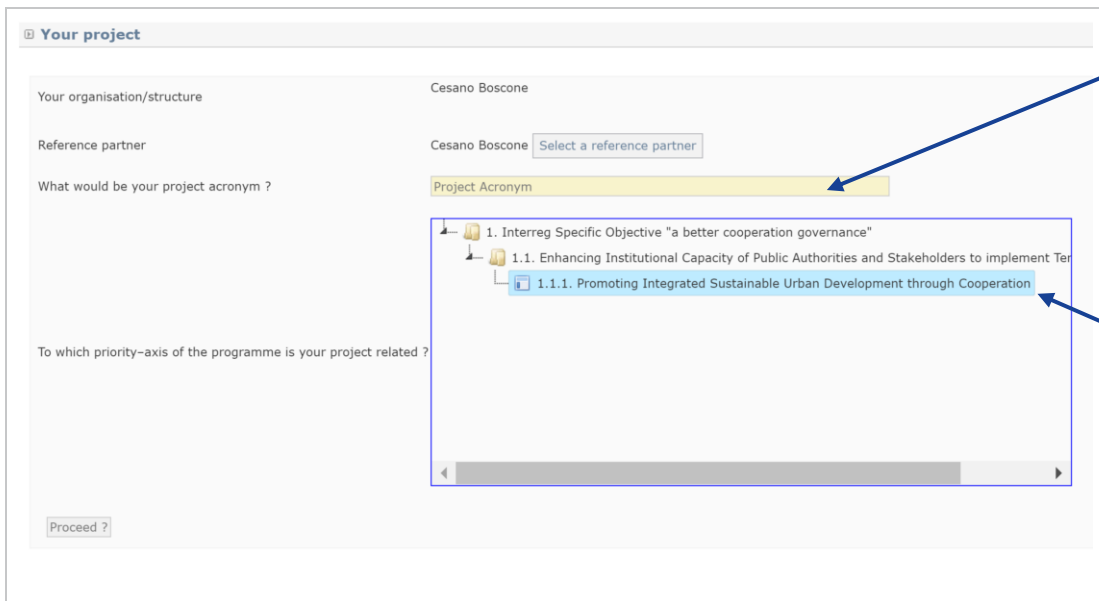
Eligibility area [Dropdown]

Save

👉 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.

Application Form Guidance – Action Networks



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.

For this Call for Action Networks, all networks shall select the specific objective 1.1.1 “Promoting Integrated Sustainable Urban Development through Cooperation”.

! 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.

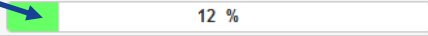
The Application Form is composed of **9 main chapters**:

- 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

Shows the progress of your application



Project testN

Enter main elements

You can view a PDF version of your application for

This document is based in the following template :

- **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 issue/policy challenge to be addressed](#)
 - [2.1.2 Link to European urban policy context 2021-2027](#)
 - [2.2 Shall the proposal contribute to the URBACT Specific Objective 2 \(related to Action Networks\)?](#)
 - [2.3 How will gender equality and equal opportunities be addressed by the network?](#)
 - [2.4 How will green transition be addressed by the network?](#)
 - [2.5 How will digital transition be addressed by the network?](#)
 - [2.6 What is the added value of this network related to the theme proposed?](#)
- **III 3. RATIONALE OF PROPOSED PARTNERSHIP**
 - 3.1 Profile of the Lead Partner City
 - [3.1.1 Local challenges in relation to the policy issue identified and network theme](#)
 - [3.1.2 Local strategic framework of the city specific to the network theme and proposed actions for implementation](#)
 - [3.1.3 Local links to Sustainable Urban Development through Cohesion Policy \(through IPA flagships and priorities where relevant\)](#)
 - [3.1.4 Motivation and commitment of each city to join the network](#)
 - [3.1.5 Key local stakeholders involved in the URBACT Local Group](#)
 - [3.1.6 Potential for actions to be funded/ implemented](#)
 - 3.2 Profile of the Partner Cities (Repeated for each Project Partner City (up to PP7))
 - [3.2.1 Local challenges in relation to the policy issue identified and network theme](#)
 - [3.2.2 Local strategic framework of the city specific to the network theme and proposed actions for implementation](#)
 - [3.2.3 Local links to Sustainable Urban Development through Cohesion Policy \(through IPA flagships and priorities where relevant\)](#)
 - [3.2.4 Motivation and commitment of each city to join the network](#)
 - [3.2.5 Key local stakeholders involved in the URBACT Local Group](#)

In almost every section to be completed you will find a “Hints and Tips” section in a green box, which provides guidance on the information requested and the level of detail required.

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.**

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: 01/11/2026.
 - 👉 End date will be: 30/04/2029.
- **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.

Application Form Guidance – Action Networks

Description Partners Deliverables Expenditure subcategories Work plan

Project partner list

- Bologna
General info. +

[Add partner](#)

Tick box if you have finished inputting information on this screen

Save

- 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.

Search for an organisation from the cross-programme database

Organisation ⓘ

Country Administrative code

Legal name of organisation ASP reference code

Acronym Category

Search

Application Form Guidance – Action Networks

Search for an organisation from the cross-programme database

ORGANISATION ⓘ

Country: FRANCE Administrative code:

Legal name of organisation: Nantes ASP reference code:

Acronym: Category:

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

Filter:

ASP reference code	Organisation name	Acronym	Type of code	Administrative code	Country	Category	Validated	Affiliated organisation	Add an associated organisation
577	Nantes		[en]SIRET	123 123 123 12345	FRANCE	Local Public authority	<input checked="" type="checkbox"/>		<input type="button" value="Add"/>

- 👉 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 and press button . Partner information must be saved in order to complete the following tabs.
- 👉 Then, go to section “Partner’s Finance” (below)
- 👉 If the organisation does not already exist in the database, click on .

7.2.2 - Adding a partner: Create an organisation

If you clicked on “”, the following screen will appear.

Creation of a new organisation

ORGANISATION ⓘ

Legal name of organisation:

Country:

Category:

Acronym:

Administrative code:

Contacts available only for the administrator and the MA referents

- 👉 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.
- 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 the button.

Application Form Guidance – Action Networks

Create a new partner in the repository

Label	
Address line 1	
Address line 2	
Special notification of delivery	
Address	
Postcode	
Country	
NUTS2	
NUTS3	

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.


Description Finance Contacts Partner's bank account details

Partner

The organisation is not validated

Organisation Cesano Boscone

Partner code 12170.1 [Edit](#) [Retr](#)

Partner's organisation  Cesano Boscone

Administrative code Fiscal code

Address line 1

Address line 2

Special notification

Address Postcode Country

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 an EU region categorised as More Developed, in Transition or Less Developed (you can check the status of EU regions on this [map](#)); or in another partner area (IPA, NDICI, Norway, Switzerland).

! 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

Application Form Guidance – Action Networks



You will be able to add a contact to the partner once the partner is created.

- Press the **Save** button.

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**

The screenshot shows the 'Partner' profile form with the following fields and sections:

- Partner** (Horizontal menu: Description, Finance, Contacts, Partner's bank account details)
- Organisation**: AGEN, [Modify partner's organisation](#)
- Partner code**: 9824.1, [Edit reference partner](#), [Retrieve data from reference partner](#)
- Partner's organisation**: [Yellow field with 'Agen' text]
- Administrative code**: Business/institutions repertoire identi | 21470001500016
- Address**:
 - Address line 1: Hotel de Ville Place Docteur Pierre Esquirol BP30003
 - Address line 2: [Empty]
 - Special notification of delivery: [Dropdown]
 - Postcode: 47916, City: Agen
 - Country: FRANCE
 - NUTS2: Aquitaine
 - NUTS3: Lot-et-Garonne
- Service**: [Empty]
- Address of the department**: Tick if the address is different
- 2014-2020 programming period participation**:
- Number of projects approved in which the partner was involved / 2021-2027**: 0
- Information linked to participation in the project**:
 - Status: [Dropdown]
 - Is VAT recoverable?: Yes No Partially (is so, please explain)
 - Type of organisation: Public
 - Category: Local Public authority
 - Partner's role: [Dropdown]
 - Number of employees of the partner: 500 and more
 - Regrouping: EU More developed regions

It is **COMPULSORY** to indicate in the "Regrouping" field if the partner is from an EU less-developed, a transition or a more developed region, from Switzerland, Norway, Instrument for Pre-Accession (IPA) countries or Neighbourhood, Development and International Cooperation Instrument (NDICI) countries.

Application Form Guidance – Action Networks

Updating partner Lezha Test

Choose between "ERDF/Swiss/Finland/Norway/IPA" below "Funding plan" for the partner

Description Finance Contacts Partner's bank account details

Partner financial contribution

Partner financial contribution must be entered into the table below

Financing plan

Declare financing plan on this fund:

ERDF

Financing source	Title or name of cofinancor	Amount	%
ERDF			0.00 %
Public co-financing		€0.00	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

Description Finance Contacts Partner's bank account details

Partner financial contribution

Partner financial contribution must be entered into the table below

Financing plan

Declare financing plan on this fund:

ERDF

Financing source

Title or name

Financing plan associated to old fund will be deleted. Do you want to continue?

OK

Description Finance Contacts Partner's bank account details

Partner financial contribution

Partner financial contribution must be entered into the table below

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

- Click once more on the partner's name
- Click on the second tab "Finance"

7.2.5 - Partner's Finance

Action 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 Action Networks is 1,000,000.00€.

For each partner, in this section, you have to enter the financial contributions, both ERDF, Swiss, Norway, IPA and 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, Norway and Switzerland or NDICI funds you will get this pop up, where you have to click on **OK**.

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

Application Form Guidance – Action Networks

Total eligible detail

		Eligible total budget
Cash amount		<input type="text" value="100000"/>

-  This screen appears. Enter the total eligible budget for the partner (here 100,000.00 Euros as an example)
-  Click on



Description | Finance | Contacts | Partner's bank account details


Partner financial contribution

Partner financial contribution must be entered into the table below

Financing plan

Declare financing plan on this fund:

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 %

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

The ERDF co-financing rate for an Action 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 Action 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 operations using NDICI funding, without receiving ERDF co-financing. Partners from 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.

Application Form Guidance – Action Networks

Source details ERDF

Title or name of cofinancor		ERDF
Cash amount		70000.00
Rate of the fund		70 %

Financing plan

Declare financing plan on this fund:

ERDF

Financing source	Title or name of cofinancor	Amount	%
ERDF	ERDF	7,000.00 €	70.00 %
Public co-financing	Mellé	3,000.00 €	30.00 %
	Total Public co-financing	3,000.00 €	30.00 %
	Total Public co-financing ERDF	3,000.00 €	30.00 %
Total eligible budget		10,000.00 €	100.00 %
Other Financing			
Total		0.00 €	100.00 %

Add a cofinancing amount for partner Cesano Boscone

Partner's co-financing

Check this box if the co-financing comes from the partner's internal financial resources

Source details Public co-financing

Title or name of cofinancor		Cesano Boscone
Cash amount		
Intention document		
Intention date		

- Indicate the **fund rate** for the partner (in the example, ERDF at 70% rate)
- The cash amount is automatically calculated (here 70 000€)
- Click on **Save**
- Back 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 30 000€ since 100 000€ budget-70 000€ ERDF = 30 000€ for public co-financing)
- To enter amounts, please enter the amount without any coma or full stop: 30000€.
- The amount will automatically appear like this: 30,000.00€; 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**.


Application Form Guidance – Action Networks

Add a cofinancing amount for partner Nantes

Partner's co-financing

Check this box if the co-financing comes from the partner's internal financial resources

Source details Public co-financing

Title or name of cofinancier		Nantes
Cash amount		<input type="text"/> The partner's VAT is partially recoverable, thus for each declared expenditure it must be indicated if V not
All taxes included ?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

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.



Partner financial contribution

Partner financial contribution must be entered into the table below


Financing plan

Declare financing plan on this fund:

ERDF

Financing source	Title or name of cofinancier	Amount	%
ERDF	 ERDF	4,250.00 €	85.00 %
Public co-financing	 Eichstätt	750.00 €	15.00 %
	Total Public co-financing	750.00 €	15.00 %
	Total Public co-financing ERDF	750.00 €	15.00 %
Total eligible budget		5,000.00 €	100.00 %
Other Financing			
Total		0.00 €	100.00 %

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 1,000,000.00€.

Application Form Guidance – Action Networks

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.

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).

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 certify 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
Miss	Test_Rosalia	Test_Bella	[REDACTED]	1 rue Cesano Boscone Lombardia Milano	Contact entitled to certify 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	

! 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.

Application Form Guidance – Action Networks

Creation of contact

Organisation

Nantes

Contact details

Select the contact type:

Gender:

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](#).

Enter main elements

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

This document is based in the following templete : [UIV Call for Action Network](#) 

- **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](#)

Description Partners Deliverables Expenditure subcategories **Work plan**

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".

👉 For this tab: data will be automatically filled in from other sections. To see the progress in the index and get all sections with green ticks, TICK THE BOXES now and [Save](#).

Application Form Guidance – Action Networks



Step 7.4 Expenditure subcategories

Please ignore the expenditure subcategories tab.

👉 Proceed to the tab “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	

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.

👉 Please click on the link to go to Work Package 1.

👉 Start with “Localization place (free)” tab (right end of the horizontal menu).

If you do not start with this tab, the platform won't allow you to save further.

👉 In this tab, simply indicate where the activities should mainly take place, for instance “Lead Partner city” or “all partners”.

Application Form Guidance – Action Networks

Do not take the “NUTS3 places” into account.

👉 Once it is done, .

* Hints and tips

Description Partners Deliverables Localization place (free)

Please click on the list of codes on the left-hand column in order to place them on the right-hand side column wh locations of the work package.

NUTS3 places

Select all



Localization place (free)

🇬🇧 Number of characters available:249

Application Form Guidance – Action Networks

Objective title

Work package 1 - Project management

~~NOT APPLICABLE FOR URBACT, DO NOT SELECT THIS BOX~~

~~Update activity : Work package 1 - Project management~~

Description Partners Deliverables Localization place (free)

Label

Work package 1 - Project management

Proceed with the tab “Description”(first tab in the horizontal menu).



In this section, you will notice a white box with the mention “NOT APPLICABLE FOR URBACT, DO NOT SELECT THIS BOX”:
do not take this box into account.

Description Partners Deliverables Localization place (free)

Label

Work Package 1 - Network management

Starting date

2026-11-01

Ending date

2029-04-30

Start with “Description”

7.5.1 - Description

Change the dates of the Work Package 1 using the calendars.

Start / End Date: Please enter the following dates:

- start date will be: **01/11/2026** (or 2026-11-01 as it will appear in SYNERGIE)
- end date will be: **30/04/2029** (or 2029-04-30 as it will appear in SYNERGIE)

Save and proceed to “Partners” tab.

Application Form Guidance – Action Networks

Description Partners **Deliverables** Localization place (free)

Main partner
Grenoble

Please click on the list of partners on the left-hand column in order to place them on the right-hand side column which indicates the partners participating in the work package.

Participating partners

Remaining partners

Grenoble
Gdansk
London

Selected partners

Other participants

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.

Description Partners Deliverables Localization place (free)

Enter, for this activity, which deliverable will be achieved in the project deliverable list

You can add a deliverable here.

Deliverable name	Type of deliverable	Measurement unit	2024	2025	2026	Total target value	Indicative budget
------------------	---------------------	------------------	------	------	------	--------------------	-------------------

Save

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 at the 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.

Application Form Guidance – Action Networks

Add a deliverable

Deliverable title

Network Roadmap (Baseline Study)

Type of deliverable

- AN - WP2 - Network Roadmap (Baseline Study)
- ITN - WP3 - ULG Contact List
- TN - WP2 - Transferability Study
- TN - WP2 - Communication Plan
- TN - WP2 - Transnational meetings
- TN - WP2 - Network Articles
- TN - WP2 - Network Result Product /Network Final Report)
- TN - WP2 - Quarterly Network Reports
- TN - WP3 - ULG contact list
- TN - WP3 - Transfer Plan (Transfer Partners)
- TN - WP3 - Improvement Plan (Lead Partner)
- UPA - Dynamic Journal
- UPA - URBACT Pioneers Playbook
- AN - WP2 - Network Roadmap (Baseline Study)
- AN - WP2 - Network Communication Plan
- AN - WP2 - Transnational Network meetings
- AN - WP2 - Network Articles
- AN - WP2 - Final Network Output: Actions Playbook
- AN - WP2 - Network Journals
- AN - WP3 - ULG contact list
- AN - WP3 - Action Portfolio

This screen appears. Click under “Type of deliverable” to get the whole list of 8 types of deliverables for Action Networks. You need to scroll down to get all the deliverables relevant starting with “AN - WPX — Name of deliverable”.



It is compulsory to add all 8 AN deliverables to the corresponding Work Packages. Refer to Guide to Action Networks for more information. Don't add any APN, ITN, TN or UPA deliverables which correspond to another call.

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

It is **not compulsory** 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”.

Deliverable name	Type of deliverable	Measurement unit	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total target value	Indicative budget
Network Roadmap (Baseline Study)	AN - WP2 - Network Roadmap (Baseline Study)	Number							1			1	

Once all the deliverables have been added, indicate the numbers per year in the table.

Click on **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.



Application Form Guidance – Action Networks

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 .






👉 You will come back to the main description of your project.

Work plan			
Synthesis			
Objective	1 Work Package 1 - Network management		
Activity	1.1 Work Package 1 - Network management	Start date	2026-11-01
		End date	2029-04-30
Description	Work Package 1 - Network management		
Deliverables			
Main partner	Vezprém		
Participating partners	Bologna - Podlisk - Tetovo Municipality, North Macedonia		
Localization	All partners		
Objective	2 Work Package 2 - Network Level activities		
Activity	2.1 Work Package 2 - Network Level activities	Start date	2026-11-01
		End date	2029-04-30
Description	Work Package 2 - Network Level activities		
Deliverables	1 x 2.1.1-Network Roadmap (Baseline Study) • 5 x 2.1.2-Transnational Meetings • 1 x 2.1.3-Communication Plan • 3 x 2.1.4-Network Articles • 1 x 2.1.5-Actions Playbook • 3 x 2.1.6-Network Journals • 4 x 2.1.7-UGG contact list • 4 x 2.1.8-Action Portfolio		
Main partner	Vezprém		
Participating partners	Bologna - Podlisk - Tetovo Municipality, North Macedonia		
Localization	All partners		
Objective	3 Work Package 3 - Local Level Activities		
Activity	3.1 Work Package 3 - Local Level Activities	Start date	2026-11-01
		End date	2029-04-30
Description	Work Package 3 - Local Level Activities		
Deliverables			
Main partner	Vezprém		
Participating partners	Bologna - Podlisk - Tetovo Municipality, North Macedonia		
Localization	All partners		

Enter main elements

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

This document is based in the following template : UIV Call for Action Network 

- **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](#)

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.

1.4 Links to the Cohesion Policy Objectives


Plain text



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

Save

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:

- *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**.

2.2 Shall the proposal contribute to the URBACT Specific Objective 2 (related to Action Networks)?

Plain text



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

SECTION II. PRESENTATION OF PROJECT PROPOSAL

- **II PRESENTATION OF PROJECT PROPOSAL:** all questions are free boxes.

Do not forget to before clicking on [Next chapter](#).

SECTION III. RATIONALE OF PROPOSED PARTNERSHIP

- **III RATIONALE OF PROPOSED PARTNERSHIP:** questions from 3.1.1 to 3.1.6 are text boxes referring to the Lead Partner where one box corresponds to one question. Questions from 3.2.1 to 3.2.6 are text boxes where one box corresponds to one project partner and the required description at partner's level. You have to fill all boxes in one subsection, click on 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 3.

3.1.1 Local challenges in relation to the policy issue identified and network theme

Plain text

[PREVIOUS CHAPTER](#) | [HOME](#)

Veszprém 

Number of characters available: 2000

Bologna 

Number of characters available: 2000

IV 4. ACTIVITIES AND EXPECTED OUTPUTS

- 4.1 Description of Work Package 1 - Network management
 - 4.1.1 Organisation of the project coordination
 - 4.1.2 Proposed approach to network-level and local-level communication
 - 4.1.3 Activities to be implemented under WP1
- 4.2 Description of Work Package 2 - Network Level Activities
 - 4.2.1 General framework for Network Level Activities
 - 4.2.2 Proposed content, tools and methods for the transnational exchange and learning activities
 - 4.2.3 Expected outputs under WP2
- 4.3 Description of Work Package 3 - Local Level Activities
 - 4.3.1 General framework for Local Level Activities
 - 4.3.2 Short description of the principles for linking transnational activities under WP 2 and local activities under WP3
 - 4.3.3 Expected outputs under WP3

V 5 PROJECT WORK PLAN

- 5.1 Work plan

VI 6 PROJECT MANAGEMENT AND LEADERSHIP

- 6.1 Lead partner experience (highlights of city's experience)
- 6.2 Experience of proposed project coordinator
- 6.3 Presentation of the Lead Partner project team (roles and responsibilities)

VII 7 USE OF EXPERTISE

- 7.1 Proposed use of expertise resources allocated by the Programme
 - 7.1.1 Proposed use of URBACT Lead Expertise
 - 7.1.2 Proposed use of URBACT Ad Hoc Expertise

VIII 8 BUDGETARY PROPOSAL

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

IX 9 SIGNATURE

- 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.

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

ERDF

Name of partner	ERDF	% ERDF	Public co-financing	Total
Veszprém	440 000.00 €	80.00 %	110 000.00 €	550 000.00 €
Sub total	440 000.00 €		110 000.00 €	550 000.00 €
Bologna	105 000.00 €	70.00 %	45 000.00 €	150 000.00 €
Sub total	105 000.00 €		45 000.00 €	150 000.00 €
Total	545 000.00 €	77.86	155 000.00 €	700 000.00 €
% Total	77.86 %		100.00 %	100 %

IPA fund

Name of partner	IPA fund	% IPA fund	Public co-financing	Total
Tetovo Municipality, North Macedonia	142 500.00 €	95.00 %	7 500.00 €	150 000.00 €
Sub total	142 500.00 €		7 500.00 €	150 000.00 €
Total	142 500.00 €	95.00	7 500.00 €	150 000.00 €
% Total	95.00 %		100.00 %	100 %

NDICI

Name of partner	NDICI	% NDICI	Public co-financing	Total
Podlisk	142 500.00 €	95.00 %	7 500.00 €	150 000.00 €
Sub total	142 500.00 €		7 500.00 €	150 000.00 €
Total	142 500.00 €	95.00	7 500.00 €	150 000.00 €
% Total	95.00 %		100.00 %	100 %

SECTION VIII BUDGETARY PROPOSAL

Section VIII -8.1. Financial contribution by partner and source

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

In this table, you need to fill in the ERDF, IPA and NDICI contributions per year for the project, i.e. 2026, 2027, 2028 and 2029

- Select the 2026 line, update the ERDF 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.


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

8.3 Expenditure per partner, per year and budget subcategory

Budget by partner

Export partners budget in CSV format


Name of partner	Total	
Veszprém	550 000.00 €	
Bologna	150 000.00 €	
Tetovo Municipality, North Macedonia	0.00 €	
Podilsk	0.00 €	
Total for the project	700 000.00 €	

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 1,000,000€.
- Costs for project management (staff and external expertise combined) should not normally 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”

Application Form Guidance – Action Networks

 **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](#).



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

Application Form Guidance – Action Networks


8.4 Expenditure per year and budget category

	2026	2027	2028	2029	Total
Staff costs					
Staff costs	50 000.00 €	50 000.00 €	50 000.00 €	50 000.00 €	200 000.00 €
Staff costs for Action	50 000.00 €	50 000.00 €	50 000.00 €	50 000.00 €	200 000.00 €
Total Staff costs	100 000.00 €	100 000.00 €	100 000.00 €	100 000.00 €	400 000.00 €
Office and Administration					
Office and Administration	15 000.00 €	15 000.00 €	15 000.00 €	15 000.00 €	60 000.00 €
Total Office and Administration	15 000.00 €	15 000.00 €	15 000.00 €	15 000.00 €	60 000.00 €
Travel and Accommodation					
Staff Travel and Accommodation	15 000.00 €	15 000.00 €	15 000.00 €	15 000.00 €	60 000.00 €
Total Travel and Accommodation	15 000.00 €	15 000.00 €	15 000.00 €	15 000.00 €	60 000.00 €
External Expertise and Services					
External Expertise Project Coordination	20 000.00 €	20 000.00 €	20 000.00 €	20 000.00 €	80 000.00 €
Expertise Meeting Organisation	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
Expertise Communication	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
Expert and other non-staff Travel	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
Expertise First Level Control	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
External Expertise for Action	31 000.00 €	32 000.00 €	29 000.00 €	28 000.00 €	120 000.00 €
Total External Expertise and Services	51 000.00 €	52 000.00 €	49 000.00 €	48 000.00 €	200 000.00 €
Equipment					
Equipment	35 000.00 €	35 000.00 €	35 000.00 €	35 000.00 €	140 000.00 €
Equipment for Action	35 000.00 €	35 000.00 €	35 000.00 €	35 000.00 €	140 000.00 €
Total Equipment	70 000.00 €	70 000.00 €	70 000.00 €	70 000.00 €	280 000.00 €
Total	251 000.00 €	252 000.00 €	249 000.00 €	248 000.00 €	1 000 000.00 €

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	200 000.00 €
	Staff costs for Action	200 000.00 €
Total		400 000.00 €
Office and Administration	Office and Administration	60 000.00 €
	Total	
Travel and Accommodation	Staff Travel and Accommodation	60 000.00 €
	Total	
External Expertise and Services	External Expertise Project Coordination	80 000.00 €
	Expertise Meeting Organisation	0.00 €
	Expertise Communication	0.00 €
	Expert and other non-staff Travel	0.00 €
	Expertise First Level Control	0.00 €
	External Expertise for Action	120 000.00 €
Total		200 000.00 €
Equipment	Equipment	140 000.00 €
	Equipment for Action	140 000.00 €
Total		280 000.00 €
Global budget	1 000 000.00 €	

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 VIII 3., VIII 4. and VIII 5. are consistent.



If you need to change something in your budget, please go back to Section VIII 3. to do so.

Do not click on the link “Edit project’s expenditure budget lines”.




 Proceed to [Next chapter](#).


Application Form Guidance – Action Networks

Project costs per budget category – Justification/Explanation


	Justification/Explanation
Staff costs	<p>Number of characters available: 700</p> <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; min-height: 50px;"> G </div>
Office and administration	<p>Number of characters available: 700</p> <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; min-height: 50px;"> </div>
Travel and accommodation	<p>Number of characters available: 700</p> <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; min-height: 50px;"> </div>
External expertise and services	<p>Number of characters available: 700</p> <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; min-height: 50px;"> </div>
Equipment	<p>Number of characters available: 700</p> <div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; min-height: 50px;"> </div>

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.
-  In case of **Staff costs, External expertise and services and Equipment budget lines you also have the subcategories for Actions**: in the box for these budget lines you also need to provide specific information on the budget for Actions.
-  Do not forget to .

! In the index, if all the sections are not ticked in green , please check the “Main Elements” section, as you might have 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.

- ✔ 6. 8.6 [Project costs per budget category – Justification/Explanation](#)
- ✔ **IX 9 SIGNATURE**
- ✔ 1. [9.1 Signature of the Lead Partner/project coordinator](#)

Control the global coherence of the form's data

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](#)”.

Coherence between the project duration and the maximum allowed

• Ok

The end date of the project cannot be set later than the maximal date of closure of the projects

• Ok

The budget thresholds (maximum and minimum) are respected (total, ERDF, IPA and/or NDICI)

• Ok

The project responds to the minimum exigencies regarding partnership: XX partners representing XX countries from the programme geographical area of which at least XX partners belong to the part of the European Union integra

• The project has 4 partner(s), while the minimum is 6

Control of chapters compulsory

• Ok

⚠ Inconsistencies have been found in your form data, please correct them

List of mandatory controls that failed and will prevent form submission

- The project answers the minimal requirements concerning the partnership: number of partners representing a number of countries of the geographical zone of the programme of which a number of partners in the EU area being a member of the zone of the programme

[Check again for data consistency](#)

Application Form Guidance – Action Networks

Control of chapters compulsory

- Ok

Consistent Form

The global consistency of your form has been checked, you can submit it to the managing authority

[Print this page](#)

Submit form to managing authority

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.

Confirmation of submission

An e-mail confirming the on-line submission of your application created through SYNERGIE-CTE has been sent both to you and to the Managing Authority. Here are the main steps you have still to follow in order to complete your official submission.

Applicants shall complete the following next steps:

- Check and ensure that your project created in SYNERGIE-CTE is in status “submitted”;
- Download your application submitted in SYNERGIE-CTE in PDF version;
- Print it and have the last page signed by the project coordinator at Lead Partner’s level;
- Send by email to an[a]urbact.eu the whole application package including:
 - Scanned signed PDF version of the submitted Application generated through SYNERGIE-CTE. It must be duly signed by the Project Coordinator in the Lead Partner city;
 - Letters of commitment in English for ALL partners included in the partnership (one letter for the Lead Partner plus one letter for each Project Partner) using the templates provided in annexes 2 and 3 of the Terms of Reference of this Call for proposals. Letters of Commitment shall be signed by a legal representative with authority to sign or in the position of committing the institution’s resources to be engaged in the project (staff, budget, etc.)
 - CV in English of the Project Coordinator at the Lead Partner.

The e-mail shall be received by the URBACT Secretariat no later than 18 June 2026, 15:00 CET Send an electronic copy by e-mail to an[a]urbact.eu

In parallel, each partner within a proposal needs to submit the State aid self assessment questionnaire (Annex 4 of the Terms of Reference) through the following EU Survey link: <https://ec.europa.eu/eusurvey/runner/320dcf0a-a99f-2ed4-d2b2-5b2cf2aa83f1>

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.


Application Form Guidance – Action Networks

Priority axis 1 - Investment Priority PI1 - Specific Objective 1 : testN (Ref : 22767 | 01 | Version : 1 | Sub


Home **Project** Restitution Programme Parameters Export ETC Stats Activate substitut



▪ Your project has been submitted and will be analysed

Show the PDF version of the application form 

Show HTML version in readonly mode 

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 .

Home **Restitution** **Programme** Parameters Export ETC Stats Activate substitution mode

▪ Taken into account in processing queue. Please wait. To retrieve click on "Restitutions" as soon as this tab will flash.

Home **Restitution** Programme Parameters Export ETC Stats Activa

 List of batch

[PDF Edition](#)


[CSV extractions](#)

Please collect your documents before the end of the day. These are removed during the night. If the status of your document is "In error", please refer to the JS.

 Waiting_process_list

Id	Server name	User name	Program	Reference Project	Processing label	Date	Status
----	-------------	-----------	---------	-------------------	------------------	------	--------

 List of other processes


Id	Server name	User name	Program	Reference Project	Processing label	Date	Status	
61104	SRVBATCH	Nora Kebel	URB	22767	Application Form	2026-03-23 16:27:22	Completed	



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 an@urbact.eu

Please note that the system will be open until 17th June 2026 (15.00 pm CEST), **in order to allow candidates to print the PDF** version of their Application.



On 17th June 2026, 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. BE099999999
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 Engraphés phi. pi. a.	ΦΠΑ	'CY' +9 characters – e.g. CY9999999L
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 Phorologikou Mētrōou)	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

Application Form Guidance – Action Networks

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

Application Form Guidance – Action Networks

IPA & NDICI Countries	Name	Format
Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, Serbia	N° gestion interne / VAT number / NIF number	No specific compulsory format for digits or letters (if in doubt, you can select the <i>N°gestion interne</i> and refer to an internal reference or NUTS code or whatever code, as relevant)
Ukraine & Moldova	N° gestion interne / VAT number / NIF number	No specific compulsory format for digits or letters (if in doubt, you can select the <i>N°gestion interne</i> and refer to an internal reference or NUTS code or whatever code, as relevant)

ANNEX II. ELIGIBILITY CRITERIA FOR ACTION 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 and 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 partners.
- The proposed partnership respects the minimum of partners from EU Member States and maximum of partners from Partner States, within the proposed network.
- The candidate Lead Partner is candidate Lead Partner in one URBACT proposal only under this call.
- All candidate partners are eligible according to the URBACT Programme rules.
- The partnership does not include more than one partner per member state.