

# Driving change for better cities

## Call for Action Networks



Time to submit your  
application: tech &  
troubleshooting

For candidate Lead Partners

27 May 2026

URBACT



Co-funded by  
the European Union  
Interreg



# Who's in the Zoom?

Please change your ZOOM name

- Right click on your video
- select 'rename'
- Your name\_CITY

**MEETING IS RECORDED**

## NOTES:

- The webinar is intended for Lead Partner candidates who will be in charge of submitting the application.
- The slides and the recording will be available on the URBACT website under the *Get involved!* Section.

# Overview

1. Where you should be with your application at this point?
2. Building your budget
3. Application Form outline
4. How to submit your application?
5. Next steps & info-sessions
6. Q&A

**Where you should be with  
your application at this point?**

# What should you have at this point?

- ✓ You have a **Partnership**
- ✓ Eligibility criteria respected
- ✓ Questionnaires duly filled out
- ✓ Possibly having “backup partners”
- ✓ You have a clear outline of the **project proposal**
- ✓ You follow the Guide for Applicants
- ✓ Partner profiles in progress
- ✓ Exchange & learning activities outlined
- ✓ Budget in progress in line with rules set out in the Programme Manual
- ✓ You know the **Term of Reference** by heart 😊
- ✓ You are also familiar with other relevant documents: Programme Manual, URBACT IV beneficiaries, etc.

# [What should you start / proceed with at this point?

- ✓ You get to know the **Application Form outline** in details
- ✓ Annex 1 of the Terms of Reference
- ✓ Inputs for all sections to be collected
  
- ✓ You **register in Synergie** and set up the technical readiness for submission
- ✓ Follow the Practical Guide to Synergie

# [ What should you start / proceed with at this point?

- ✓ You check the **Application Package** and start **collecting the documents** needed
- ✓ Get signed the Letter of commitment for you and your partners - also “backup partners” - in English, signed by the legal representative
- ✓ You prepare the CV of the Project Coordinator of the Lead Partner City
- ✓ You and all your partners fill out the State Aid Self-assessment Questionnaire [online](#) (There is a State Aid Guidance for applicants on the URBACT website / Get involved page / About the call section.)

# [What should you start / proceed with at this point?

- ✓ You **finalise your project proposal – incl. the budget proposal**
- ✓ Making sure you fulfill the eligibility criteria
- ✓ Paying attention to the assessment criteria
- ✓ Paying attention to the coherence of your proposal
- ✓ Paying attention to all sections of the Application Form
- ✓ You work with involvement & mutual agreement of your partners

# Application documents

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



# Building your budget

# BUDGET FOR IMPLEMENTATION OF ACTIONS

- **50% of the overall budget** dedicated to the implementation of actions.
- **Mix of budget lines:** staff, external expertise and equipment.
- **Estimation of cost for each action** to be indicated.
- Actions' budget **refined during the Activation stage**.
- **2 options** for the reimbursement of costs: **real costs or simplified cost option** (Draft Budgets).
- At the end of Activation stage the **budget for local actions will be validated** for each network.
- **Budget changes** after validation should be kept **within 20% limit**.



# Budget structure for URBACT Action Networks call 50% for actions

BUDGET CATEGORY	BUDGET LINES
Staff costs	Staff Costs
	<b>Staff costs for Action</b>
	<b>Total</b>
Office and Administration	Office and Administration (flatrate of 15% of staff costs)
	<b>Total</b>
Travel and Accommodation	Staff Travel and Accommodation (flatrate of 15% of staff costs OR real costs)
	<b>Total</b>
External Expertise and Services	External Expertise Project Coordination
	Expertise Meeting Organisation
	Expertise Communication
	Expert and other non-staff Travel
	Expertise First Level Control
	<b>External Expertise for Action</b>
	<b>Total</b>
Equipment	Equipment
	<b>Equipment for Action</b>
	<b>Total</b>
	<b>TOTAL</b>

# How does a concrete budget look like?

## Budget per budget line

BUDGET CATEGORY	BUDGET LINES	FORECASTED TOTAL PROJECT BUDGET
<b>Staff costs</b>	Staff Costs	€ 100 000,00
	Staff costs for Action	€ 50 000,00
	<b>Total</b>	<b>€ 150 000,00</b>
<b>Office and Administration</b>	Office and Administration (flatrate of 15% of staff costs)	€ 22 500,00
	<b>Total</b>	<b>€ 22 500,00</b>
<b>Travel and Accommodation</b>	Staff Travel and Accommodation	€ 22 500,00
	<b>Total</b>	<b>€ 22 500,00</b>
<b>External Expertise and Services</b>	External Expertise Project Coordination	€ 20 000,00
	Expertise Meeting Organisation	€ 50 000,00
	Expertise Communication	€ 85 000,00
	Expert and other non-staff Travel	€ 100 000,00
	Expertise First Level Control	€ 50 000,00
	External Expertise for Action	€ 400 000,00
	<b>Total</b>	<b>€ 705 000,00</b>
<b>Equipment</b>	Equipment	€ -
	Equipment for Action	€ 100 000,00
	<b>Total</b>	<b>€ 100 000,00</b>
	<b>TOTAL</b>	<b>€ 1 000 000,00</b>
	<b>TOTAL FOR ACTIONS</b>	<b>€ 550 000,00</b>

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# CO-FINANCING RATES

Region type	Co-financing rate
Partners from EU « more developed regions »	Up to 65% by ERDF
Partners from EU « transition regions »	Up to 70% by ERDF
Partners from EU « less developed regions »	Up to 80% by ERDF
Partners from Norway	Up to 50% by Norwegian national funds
Partners from Switzerland	Up to 50% by a Swiss national fund
Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, Serbia	Up to 95% by IPA Funds
Moldova, Ukraine	Up to 95% by NDICI Funds



# Questions?



# Application Form outline

# Terms of Reference – ANNEX 1 - MAIN COMPONENTS OF THE APPLICATION FORM – *in the document*

<b>1. PROJECT SYNTHESIS</b>
1.1. Project identity (incl. title and duration)
1.2. Summarised description of the challenge to be addressed
1.3. Proposed partnership
1.4. Links to the Cohesion Policy Objectives
1.5. Total budget
<b>2. PRESENTATION OF PROJECT PROPOSAL</b>
2.1. Thematic Content
2.1.1. Description of the issue/policy challenge to be addressed ( <i>word limit to apply</i> )
2.1.2. Link to European urban policy context 2021-2027 ( <i>word limit to apply</i> )
2.2. Shall the proposal contribute to the URBACT Specific Objective 2
2.3. How will gender-equal policy making be addressed by the network? Please provide concrete examples ( <i>word limit to apply</i> )
2.4. How will green transition be addressed by the network? Please provide concrete examples ( <i>word limit to apply</i> )
2.5. How will digital transition be addressed by the network? Please provide concrete examples ( <i>word limit to apply</i> )
2.6. Please explain in a concrete manner what is the added value of this network related to the theme proposed? Please provide concrete examples ( <i>word limit to apply</i> )

# Terms of Reference – ANNEX 1 - MAIN COMPONENTS OF THE APPLICATION FORM – *in the document*

## 3. RATIONALE OF PROPOSED PARTNERSHIP

### 3.1. Profile of the Lead Partner City

3.1.1. Local challenges of city partners specific to the 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. Local Stakeholders to be involved in the URBACT Local Group

3.1.6. Potential for actions to be funded/ implemented

### 3.2. Please explain in a concrete manner why it makes sense for these cities to work together?

## 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

# Terms of Reference – ANNEX 1 - MAIN COMPONENTS OF THE APPLICATION FORM – *in the document*

<b>5. PROJECT WORK PLAN</b>
<b>6. PROJECT MANAGEMENT AND LEADERSHIP</b>
6.1. Lead partner experience (highlights of city's experience)
6.2. Experience of proposed project coordinator
6.3. Presentation of the Lead Partner's project team (roles and responsibilities)
<b>7. USE OF EXPERTISE</b>
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
<b>8. BUDGETARY PROPOSAL</b>
8.1. Financial contribution by Partner and source (incl. EU funds, relevant funds and local contribution)
8.2. EU funds & other relevant funds 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
<b>9. SIGNATURE</b>
Signature of the Lead Partner/project coordinator

# ToR Annex 1 – Application form outline

## - URBACT website / Get involved page / Templates for the application



### OUTLINE OF MAIN COMPONENTS OF THE APPLICATION FORM

Enter main elements

Tabs	Bulles d'aide/Help bubbles	Word limit
Description	Synthesis elements describing your project. Indicate the length of the project. Start date shall be 01/11/2026. End date shall be 30/04/2029. The description should not exceed 500 characters including spaces.	500 characters included spaces (3 lines)
Partners	Complete the partnership. Choose between “ERDF/Swiss fund/Norway fund/IPA fund/NDICI Fund” before filling in the financing plan for the partner. The maximum budget eligible for the network cannot exceed. Add as many contacts as you want for each partner. <b>Please provide at least the name of the local project coordinator.</b>	
Deliverables	Please only choose these project deliverables: 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	
Expenditure subcategories	Please ignore this tab. The expenditure table will have to be filled in later in the application process, under Section 8.3.	
Work plan	Your project work plan should be structured around 3 Work Packages. DO NOT create any other Work Package. DO NOT try to add any activity.	
Indicators	You do not need to complete this section.	





# Questions?



# How to submit your application?

# Practical Guide to Synergie – call for Action Networks - *URBACT* website / *Get involved* page / *HOW TO APPLY*

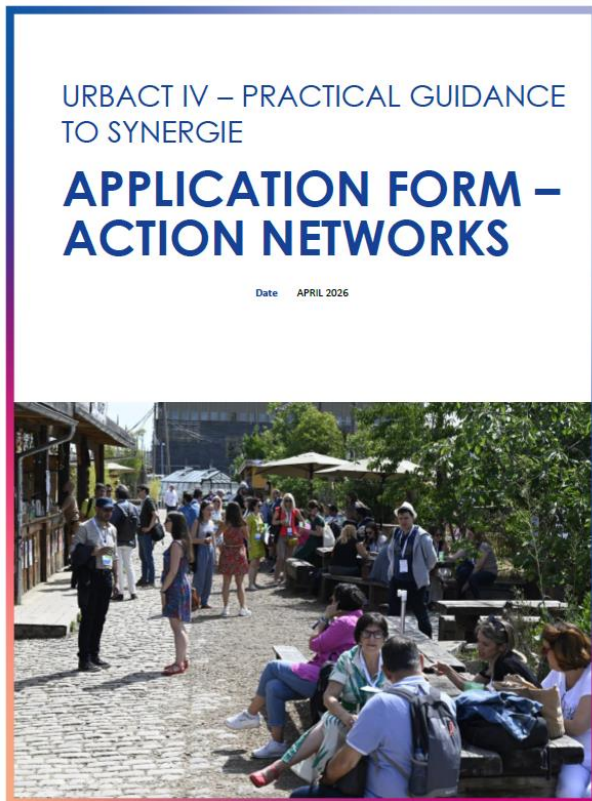




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# How does it look like in Synergie?

Priority axis 1 - Investment Priority PI1 - Specific Objective 1 : anan (Ref : 23126 | an | Version : 1 | New) 

Home **Project** Restitution Programme Parameters Export ETC Stats Activate substitution mode Log out

 Application Form


▪ Project creation successful, you can complete requested information (application form)

Show administrative information of this project


See Instruction history


Add/Edit an appraiser profile

See contractual documents

 **Project anan**

**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](#)
- **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 \(related to Action Networks\)?](#)




# How does it look like in Synergie?

- ① [2.3 How will gender equality and equal opportunities be addressed by the network?](#)
- ① [2.4 How will green transition be addressed by the network?](#)
- ① [2.5 How will digital transition be addressed by the network?](#)
- ① [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
  - ① [3.1.1 Local challenges in relation to the policy issue identified and network theme](#)
  - ① [3.1.2 Local strategic framework of the city specific to the network theme and proposed actions for implementation](#)
  - ① [3.1.3 Local links to Sustainable Urban Development through Cohesion Policy \(through IPA flagships and priorities where relevant\)](#)
  - ① [3.1.4 Motivation & commitment of Lead Partner City to join the network](#)
  - ① [3.1.5 Key local stakeholders involved in the URBACT Local Group](#)
  - ① [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))
  - ① [3.2.1 Local challenges in relation to the policy issue identified and network theme](#)
  - ① [3.2.2 Local strategic framework of the city specific to the network theme and proposed actions for implementation](#)
  - ① [3.2.3 Local links to Sustainable Urban Development through Cohesion Policy \(through IPA flagships and priorities where relevant\)](#)
  - ① [3.2.4 Motivation and commitment of each city to join the network](#)
  - ① [3.2.5 Key local stakeholders involved in the URBACT Local Group](#)
  - ① [3.2.6 Potential for actions to be funded/ implemented](#)
- ① [3.3 Why does it makes sense for these cities to work together?](#)
- **IV 4. ACTIVITIES AND EXPECTED OUTPUTS**
- 4.1 Description of Work Package 1 - Network management
  - ① [4.1.1 Organisation of the project coordination](#)
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  - ① [4.3.3 Expected outputs under WP3](#)






# How does it look like in Synergie?



## ▪ 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](#)

Control the global coherence of the form's data

[en] Export conventionnement

# SUBMISSION PROCEDURE (Lead partner's responsibility)

## 2 steps required to submit your application!

1 - Online submission of the application form through the SYNERGIE-CTE system in English by  
**17 June 2026 at 15:00 CET**

- You will receive an automatic submission email from Synergie for confirmation

2 - Send the application package by email to an@urbact.eu by  
**18 June 2026 at 15:00 CET**

### **Application package:**

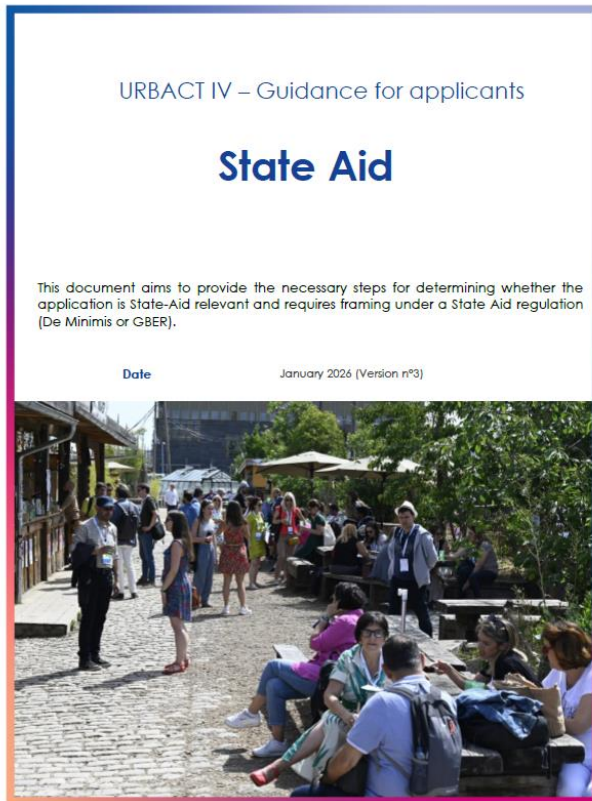
- scan of the signed PDF of the application generated through SYNERGIE-CTE – signed by the Project Coordinator
- signed letters of commitment from all partners – Lead Partner and Project Partners, signed by legal representatives
- CV of the Project Coordinator at Lead Partner

# [ STATE AID RULES

- Applicants responding to the call for Action Networks must undergo an assessment to determine whether their proposed activities involve a potential risk of State aid.
- **Partners** that are part of network application forms **have to respond (individually) to an EU survey regarding the state aid** issues available at this [link](#) before by 17 June 2026 - 15.00 CEST.
- Specific State aid guidance for applicants is available at the call link.
- This declaration on state aid is analysed by the Managing Authority/URBACT Joint Secretariat in parallel with the project assessment.

# State Aid Guidance for applicants

## - URBACT website / Get involved page / About the call



### 1. Legal Framework

The assessment and management of State aid risks in projects financed under the URBACT IV are based on the following key EU regulations :

- **Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021 (CPR)**: Common Provisions Regulation, outlining general rules for EU Funds.
- **Regulation (EU) No 2021/1059 of the European Parliament and of the Council of 24 June 2021 (Interreg Regulation)**: Specific provisions for European territorial cooperation programmes, including State aid considerations.
- **Regulation (EU) No 2021/1058 of the European Parliament and of the Council of 24 June 2021<sup>1</sup> (ERDF Regulation)**: Defines ERDF objectives and eligibility rules.
- **Articles 107 and 108 of the Treaty on the Functioning of the European Union (hereinafter "TFEU")**: Provide the legal basis for assessing whether a measure constitutes State aid and the procedural rules
- **General Block Exemption Regulation (GBER) – Regulation (EU) No 651/2014 of 17 June 2014 modified<sup>2</sup>**: Lists specific exemptions from the notification requirement under Article 107(3) TFEU.
- **De Minimis Regulation – Regulation (EU) No 2023/2831 of 13 December 2023**: Sets thresholds below which aid is not considered to distort competition.

### 2. What is State Aid?

Projects receiving funding from the URBACT IV Programme must be subject to an analysis to determine whether there is a risk of State aid. State aid is defined as any aid granted by a Member State or through State resources in any form whatsoever which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods, and insofar as it affects trade between Member States. (article 107 (1) of the TFEU).

#### Point of attention:

Under EU Law the term "undertaking" refers to any entity engaged in an economic activity, regardless of its legal status or the way it is financed.

This definition can be further detailed in five cumulative criteria:

- The aid is granted to undertakings (means any entity engaged in economic activity) ;
- The aid is provided by the Member State (imputability) or through State resources (public funds) ;
- The aid favours certain organisations or the production of certain goods(selectivity criterion) ;
- The aid confers an advantage that distorts or threatens to distort competition ;
- The aid measure affects trade between Member states.

State aid compliance in the URBACT IV Programme will be assessed based on these criteria. If all five criteria are met, the project must comply with State aid rules. If only one criterion is not met, State aid rules do not apply.

An [EU Survey](#) containing the different State aid assessment criteria is available on the URBACT website and must be duly completed by the applicants.

<sup>1</sup> Consolidated text of Regulation (EU) 2021/1058 modified. This text is meant purely as a documentation tool and has no legal effect. The Union's institutions do not assume any liability for its contents. The authentic versions of the relevant acts, including their preambles, are those published in the Official Journal of the European Union and available in EUR-Lex. Those official texts are directly accessible through the links embedded in this document.

<sup>2</sup> Consolidated text of Regulation (EU) No 651/2014 modified. This text is meant purely as a documentation tool and has no legal effect. The Union's institutions do not assume any liability for its contents. The authentic versions of the relevant acts, including their preambles, are those published in the Official Journal of the European Union and available in EUR-Lex. Those official texts are directly accessible through the links embedded in this document.

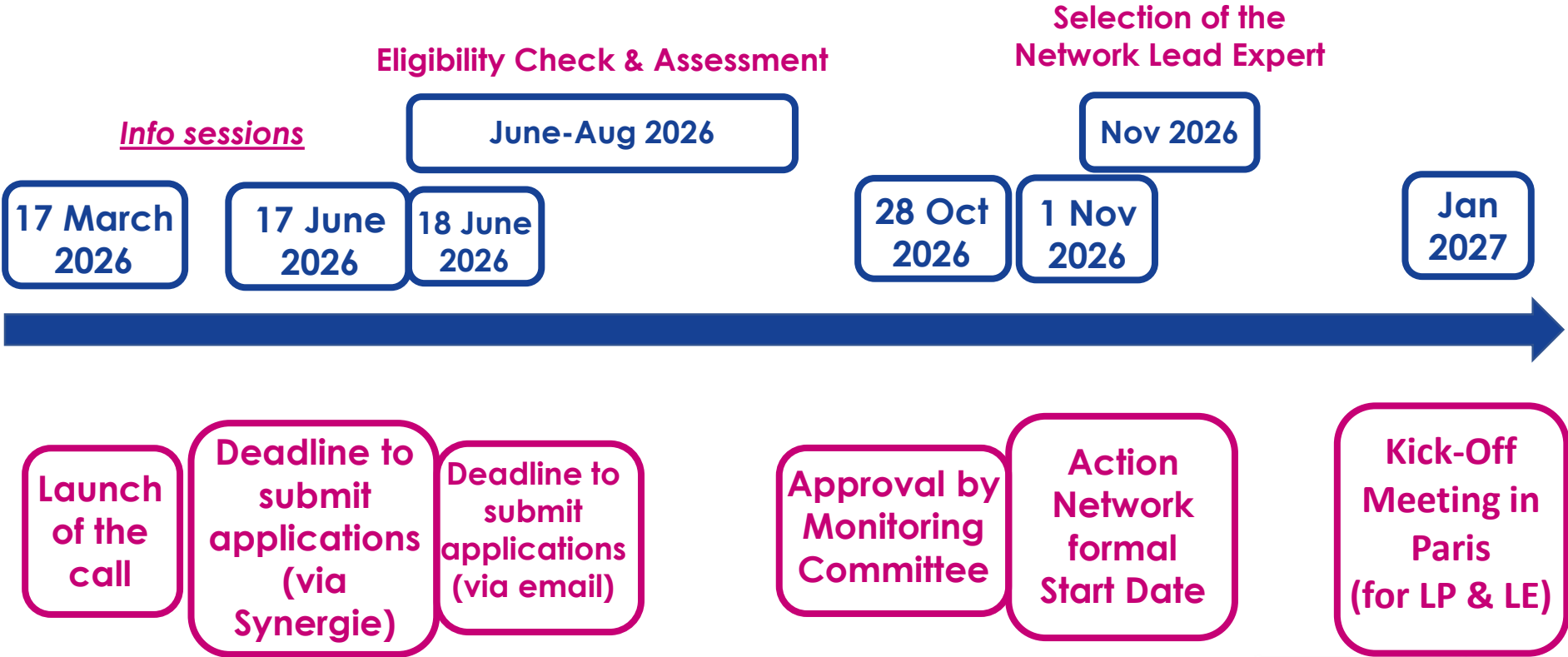


# Questions?



# Next steps & infossessions

# CALL FOR ACTION NETWORKS TIMELINE



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

- 1 April, 10:00 -11:30 CET: Call Presentation & How to build a strong partnership for an Action Network
- 12 May, 10:00 - 11:00 CET: Exchange & learning during the network journey
- 27 May 2026 - 10:00-11:00 CET: Time to submit your application: tech & troubleshooting (for candidate Lead Partners)
- 29 May 2026 – 10.00-11.30 CET: How to write good applications using storytelling techniques
- 9 June 2026 - 10:00-11:00 CET: Final troubleshooting (for candidate Lead Partners)

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

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

➤ For information and support in your national language, you may contact the National URBACT Points:

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

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# Questions?



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[urbact.eu]