

# Driving change for better cities

## Call for Action Networks



Final troubleshooting  
For candidate Lead Partners  
09 June 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**

### INFO:

The webinar is intended for candidate Lead Partners 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.

URBACT



Co-funded by  
the European Union  
Interreg

# Overview

1. Key highlights
2. Q&A

## Application documents

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



URBACT



Co-funded by  
the European Union  
Interreg

## **ELIGIBILITY REQUIREMENTS - PARTNERSHIP**

- ✓ **Between 6 and 8 partners;**
- ✓ **A city can be a candidate Lead Partner of one Action Network proposal only** (but can be additionally a Project Partner in another network);
- ✓ **A beneficiary can be a partner in max. 2 approved networks** in the frame of this call;
- ✓ **A partnership cannot include more than one partner from the same country;**
- ✓ **1 “non-city partner”** allowed per network;
- ✓ **At least half of the partners must come from EU Member States;**
- ✓ **A partnership may include a maximum of 1 partner from IPA and NDICI countries.**

**Note:** Non-city partners are expected to deliver the same outputs on local level as city partners

>>> It is recommended to build **a diverse partnership**  
>>> It is also encouraged to include in the partnership, cities which are **newcomers to URBACT**

**URBACT**



Co-funded by  
the European Union  
Interreg

## ELIGIBILITY REQUIREMENTS - 2

- ✓ The application package is submitted in **English**, respecting the procedure outlined in the ToR and **within the notified deadline**.
- ✓ The application package is complete including the required **documents set out in the ToR**.
- ✓ **The proposal is complete** (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** (previous slide).
- ✓ **All candidate partners are eligible according to the URBACT Programme rules**.

**Note:** No geographical balance is requested this time amongst less-more developed or transition regions.

URBACT



Co-funded by  
the European Union  
Interreg

## STRATEGIES / ACTION PLANS & ACTIONS

- **In place**
  - To be **described clearly** in the application (when it was issued, how it was developed, how it answers to local needs and priorities, and how it relates with the proposed action to be implemented)
  - **specific** enough on a given topic, with possible action(s) to implement already clear.
- **build on an existing local strategy**, policy framework or Integrated Action Plan, and contribute to advancing its implementation.
  - **practical interventions** that test or improve ways of addressing urban challenges, while remaining **feasible within the limited budget & duration of the network**
  - generate **practical insights and evidence**.

URBACT



Co-funded by  
the European Union  
Interreg

# NETWORK DELIVERABLES

## Network level

- A Network roadmap (Baseline study)
- A Communication Plan
- Transnational Network meetings (5)
- Network Journals (3)
- Network Articles (3)
- Final Network Output: Actions Playbook

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

## Local level

- A URBACT Local group
- Action Portfolio
- Actions implemented

**Note:** No indicative budget should be provided for deliverables

URBACT



Co-funded by  
the European Union  
Interreg



## 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>

- The budget spent on project coordination up to max 40% on network level

- The budget allocated to actions should be 50% on network level + preferably also at partner level

- **Action Labs and ULG meetings** are part of the project methodology, but not actions themselves.

URBACT



Co-funded by  
the European Union  
Interreg



## 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>

URBACT



Co-funded by  
the European Union  
Interreg

## 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

URBACT



Co-funded by  
the European Union  
Interreg

# 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.	

URBACT



Co-funded by  
the European Union  
Interreg

# 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>
<b>2.1. Thematic Content</b>
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>
<b>2.2. Shall the proposal contribute to the URBACT Specific Objective 2</b>
<b>2.3. How will gender-equal policy making be addressed by the network? Please provide concrete examples <i>(word limit to apply)</i></b>
<b>2.4. How will green transition be addressed by the network? Please provide concrete examples <i>(word limit to apply)</i></b>
<b>2.5. How will digital transition be addressed by the network? Please provide concrete examples <i>(word limit to apply)</i></b>
<b>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></b>

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

<b>3. RATIONALE OF PROPOSED PARTNERSHIP</b>
<b>3.1. Profile of the Lead Partner City</b>
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
<b>3.2. Please explain in a concrete manner why it makes sense for these cities to work together?</b>
<b>4. ACTIVITIES AND EXPECTED OUTPUTS</b>
<b>4.1. Description of Work Package 1. Network management</b>
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
<b>4.2. Description of Work Package 2. Network Level Activities</b>
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
<b>4.3. Description of Work Package 3. Local Level Activities</b>
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

# 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:**

- 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

URBACT



Co-funded by  
the European Union  
Interreg

# Practical Guide to Synergie – call for Action Networks

- *URBACT website / Get involved page / HOW TO APPLY*

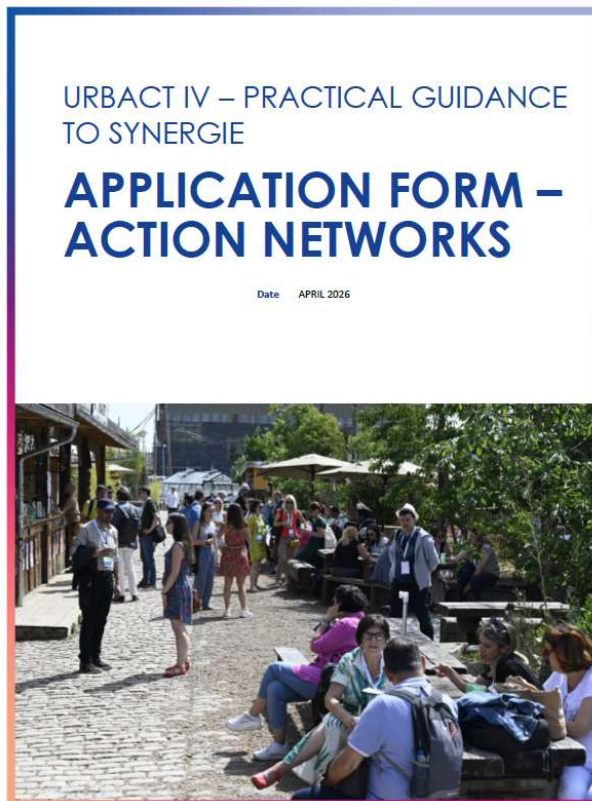
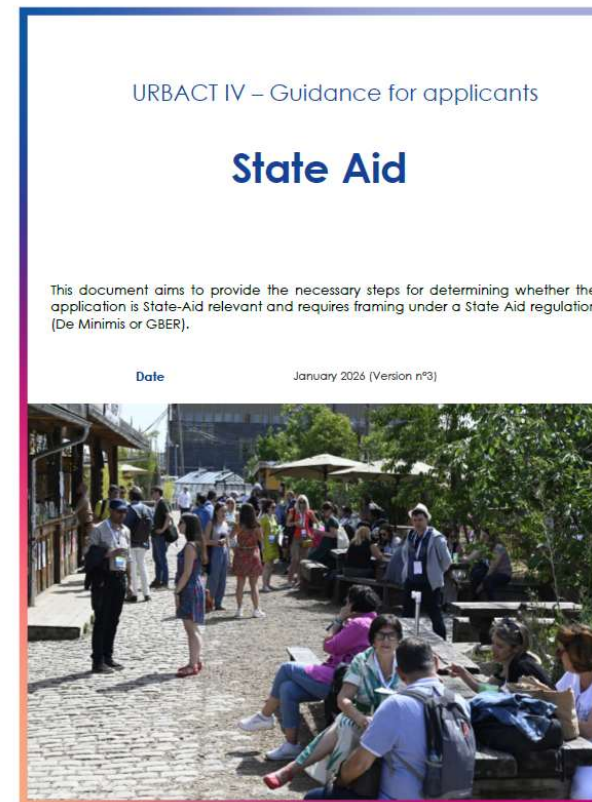


Table of Contents	
INTRODUCTION .....	3
1. CREATE / LOG INTO YOUR ACCOUNT IN SYNERGIE CTE.....	4
STEP 1A. CREATE AN ACCOUNT .....	
STEP 1B. CREATE YOUR SYNERGIE ACCOUNT .....	
STEP 2. CREATE/SELECT AN ORGANISATION.....	
STEP 3. CREATE AN ORGANISATION.....	
STEP 4. CREATE A CONTACT .....	
STEP 5. VALIDATE 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

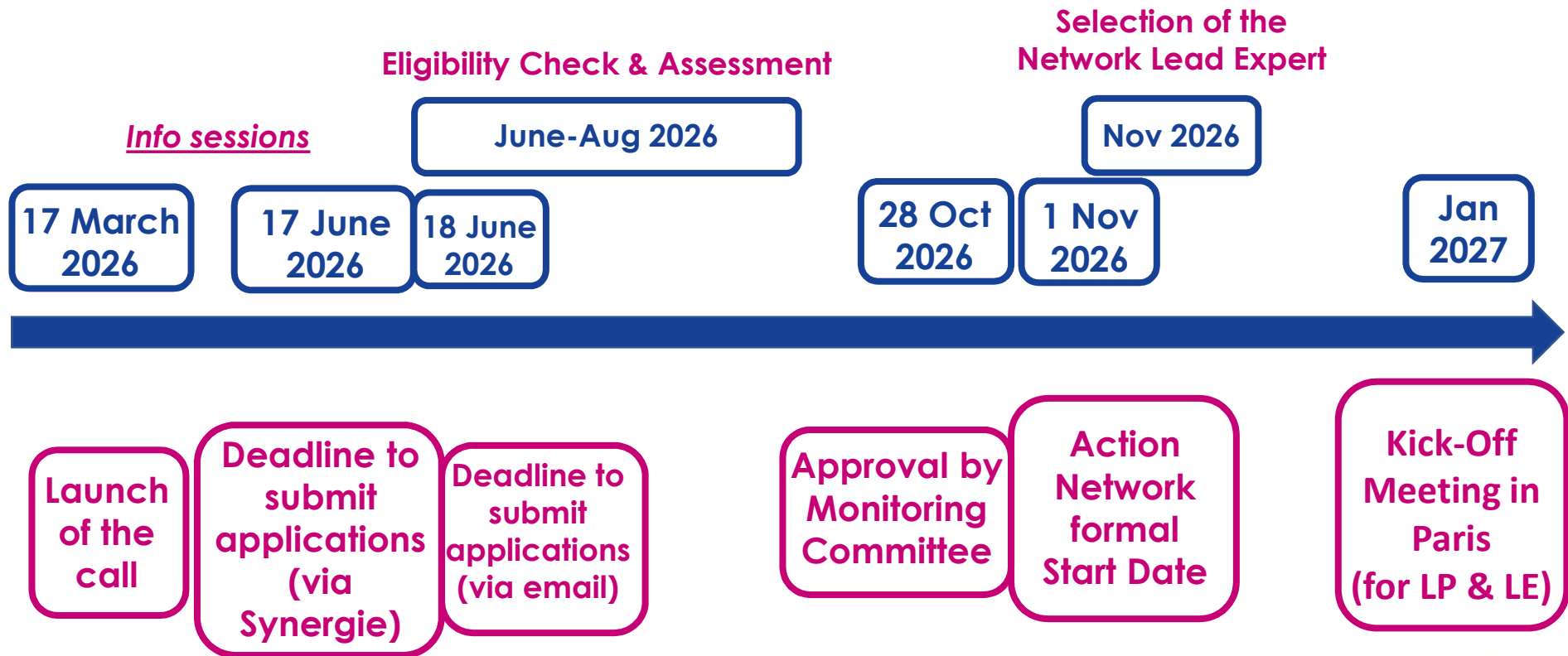
For additional assistance or information, please do not hesitate to contact us:  
 Networks & Capacity-Building Unit  
 URBACT Secretariat  
[an@urbact.eu](mailto:an@urbact.eu)

# 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.



# CALL FOR ACTION NETWORKS TIMELINE



URBACT



Co-funded by  
the European Union  
Interreg

Questions?



URBACT



Co-funded by  
the European Union  
Interreg

THANK [u] FOR YOUR ATTENTION

URBACT



Co-funded by  
the European Union  
Interreg

MORE INFORMATION AT  
[urbact.eu]