Call for Action Networks

Webinar: "Final troubleshooting"

For candidate Lead Partners

Questions & Answers

ELIGIBILITY

Can an in-house company of a city participate as a non-city partner?

An in-house company of a city can participate and may be considered a city Partner. In case of a doubt regarding the status of an organisation, you can contact an@urbact.eu providing the legal status documents of the organisation.

Hello. If I am already part of two Transfer Networks (as a project partner), can I apply to be a lead partner or a project partner in this Call? If my application is successful, I will be part of three or more URBACT networks. Is this possible?

This is possible to be part of maximum two networks under EACH call.

If a partner applies to several URBACT Action Network proposals and more than two of them are approved, we understand that the partner must choose a maximum of two networks. If that partner then decides not to remain in our approved network, would we be allowed to replace them during the Activation Stage, provided that the replacement respects all eligibility and partnership rules? What if a partner drops off during the activation phase. Can the LP look for a replacement?

Yes, leaving partners can be replaced in the first months of the project, while respecting the eligibility rules and ensuring the coherence of the partnership and of the work done.

APPLICATION PROCESS / SYNERGIE CTE

Can more than one person have access to the application, i.e. we have two accounts with two different emails, but both procedures are in the application and I can proceed, e.g. work?

Only one account (one email) can have access to an application. If you want to work with several colleagues, you need to share the same account.

The Municipality of Himara participated in the URBACT Pioneers Accelerator Programme (Mobility Cluster). As Synergie reporting was not required under this programme, we do not currently have a Synergie account.
Could you please clarify how access to the Synergie platform is granted for the Action Network Call and whether each partner municipality needs to create an account individually?

The Lead Partner is in charge of the application and should create the organisations in the system (or simply search and add them if they already exist). Access to the partners will be granted after approval.

How can we add customised deliverables to the Work Plan in Synergie?

You need to stick to the categories of deliverables proposed in Synergie and then you can explain in the description of deliverables how they will be customised for your project.

Localisation place and Results labels in the work plan sections: can you please further clarify on these sections, especially localisation?

It is not required to fill in these sections. You should follow the steps described in the Synergie guidance.

Is it mandatory to add local coordinator, project coordinator and financial manager contacts for all the partners?

At least one contact should be indicated for each Partner. No need to add all contacts already at this stage.

Is it mandatory that the Application Form is signed by the Project Coordinator? Can the Legal Representative (ie the Mayor) sign it?
The application form should be signed by the coordinator or, for example, the director of the institution?

Yes, the Application Form needs to be signed by the Project Coordinator. The Legal Representative or Director of the institution can countersign it to show commitment.

Can the pdf of the Application Form be digitally signed?

Yes, it is possible if it is a certified digital signature (not a scan of a signature).

I see the application can be signed digitally. I guess it is also ok to be signed by hand and then scanned?

Yes, it is also ok to sign the Application by hand and then scan it.

In Synergie, when we work on adding 'Main Elements', is it possible to work on the 'Partners' sheet, then go to 'Deliverables', then go back to 'Partners' to complement or change some info there? It was not very clear from the Synergie Guide whether it is important to go step by step within this stage as well, or it is just important to add Main Elements first

It is good to enter main elements first as the information there feed in some other parts of the application form.

In the section III 3. RATIONALE OF PROPOSED PARTNERSHIP, for 3.1 Profile of the Lead Partner City and 3.2 Profile of the Partner Cities . The Lead Partner appears also in 3.2, do we have to copy - paste the same information on both ?

In this specific situation, you can copy paste to avoid any problem with the submission.

Is it necessary to add bank details for each partner in Synergie? The Synergie Guide mentions that it is possible, but is it mandatory?

Bank details for each partner can be filled in after the approval of the project.

Does Synergie signal us if we did not fill in something in the application form before pushing the submit button?

Before submitting, we recommend to check the global coherence to see if there are any issues in the Application Form as explained in the Synergie guidance.

Is there any specific point we should pay attention to when the Lead Partner is an IPA partner from Serbia, especially regarding budget, co-financing, reporting or signature requirements?

No specific requirement is to be considered at this stage by candidate Lead Partners from IPA countries.

Just to confirm: at application stage, are the only formal/legal documents required from each project partner the signed Letter of Commitment and the completed State Aid self-assessment survey? Or are there any additional documents or declarations that partners must provide before submission?

Please follow the list of required documents listed in the Terms of Reference. This is what will be checked for the eligibility.

In the end of template letter of commitment for the lead partner is referred "To this end we also formally commit to engaging the funds needed to co-finance the […ERDF or CH/NO or IPA funds or NDICI funds project…]1. ", what do you mean by this?

Each Partner should adapt to their case. For instance, if you are from an EU city, you should choose ERDF. It depends on which fund you entitled to receive.

In the commitment letter at the part „The specific challenge we wish to address in this Action Network as a Project Partner is [……………………brief description of theme addressed…………………]" do you expect a uniform phrase used by all partners or it can be individualized?

This can be slightly customised by each partner, but it should be coherent through the partnership.

One of our partners does not have an official stamp for the letter of commitment. Is this a problem?

No, this is not a problem. However, the name of the signing person needs to appear clearly.

IMPLEMENTATION OF ACTIONS

Can a formally approved departmental Strategic Plan be considered an eligible policy framework for a non-city partner, if it is specific, already in place, and the proposed action clearly builds on it? In our case, Politecnico di Torino – DAD would implement a Heritage Accessibility and Knowledge Transfer Lab linked to its Terza Missione, public engagement, accessibility, practice-based research and heritage reuse objectives.

As described, it seems appropriate. The most important is to describe and justify properly the coherence and relevance in the application form.

For a non-city partner such as a university department, should the action be implemented mainly within its own institutional/local ecosystem, or can it also include methodological support and transfer tools for the partner cities?
Just to confirm: non-city partners are also expected to have a local strategy and implement local/pilot actions similarly to city partners, correct?

Non-city partners are regular partners and have the same role as city partners. They need to have as well a strategy or action plan in place, relevant for the topic of the network, and implement one or more actions in this frame.

BUDGET & REPORTING

Is it OK if one partner has 58% of its budget allocated to actions? How strict is the rule of 50% at project level? Can it be 51-53%?

This is OK for one Partner to exceed the 50%. It is also possible at network level to exceed a bit the 50% but you need to make sure that sufficient resources are kept for the network activities.

Just to make sure we understood correctly: ULG meetings and Action Labs are considered part of the URBACT methodology and not actions themselves. However, if these meetings are directly linked to the design, testing or implementation of pilot actions, can the related costs still be included under 'Staff/External Expertise for Action'?

No, ULG meetings and Action Labs cannot be included under 'Staff/External Expertise for Action'. ULG meetings and Action Labs are considered preparatory activities and the costs implied for them should not be included in the calculation of the budget for action.

Could you please explain again the 40% budget rule for Project management, it's not clear to me how it's calculated.

For the calculation of the project management costs, you should take into consideration: staff costs, staff costs for actions and external expertise project coordination.

In AN, the programme expects to see expenditure on the Equipment line?

This depends on which action you foresee to implement.

Regarding equipment costs for LOCAL ACTIONS: are only depreciation costs eligible?

Not only depreciation costs are eligible. Costs for Equipment as such are also eligible.

Could you please clarify how the project is financially administered? Is the project period divided into semesters, and are we able to submit reimbursement claims for eligible expenses incurred at the end of each semester?

Along the project time there will be 3 reporting periods when you will be able to submit Payment Claims. This will be explained more in details during the kick-off meeting.

STATE AID

Concerning the State Aid, some partners did not receive their confirmation by email. I asked them to do a screen capture instead, can it be a proof of it ?

We do not need to receive proof of having filled in the state aid questionnaire. After submission, if we see that some partners have not filled in the questionnaire, we'll get back to you. If you want to check this before the submission or you need clarifications about the state aid, please write to the specific address stateaid@urbact.eu

The state aid self-assessment was recently submitted. Do we have to resubmit?
A partner that participates in two proposals have to submit the state aid form twice?

Yes, the state aid questionnaire has to be filled in separately for each project or application your organisation is part of. The reason for this is that the activities of a partner in the framework of each network are different so they might imply or not a state aid risk. Furthermore, in each state aid questionnaire, you need to indicate the name and type of the project as well as its Synergie number.

After partners completed state aid survey, they did not receive a confirmation email. Is this normal?

If there is an issue, we'll come back to you after the submission of the Application.

Where can I find the project reference number for the State Aid survey?

The project reference number is attributed automatically when you first create the project in Synergie CTE. You can see it when opening your project in Synergie in the upper part in between brackets after your project acronym. It is a 5 digits number preceded by "Ref:"