

Call for Action Networks

Webinar: “Time to submit your application: tech & troubleshooting”

For candidate Lead Partners

Questions & Answers

BUDGET

What kind of proof of evidence shall we need for certification of staff costs? How will the FLC separate the two different staff cost categories?

The distinction will not make a difference for the FLC, this is the same budget line. The distinction is for the sake of building your budget and define the budget you need for implementation of actions.

We would like to know which budget lines fall under the Project Management category, which should not exceed 40% based on the URBACT programme manual?

It includes staff costs, staff costs for action(s) and external expertise project coordination.

What is the difference between the type of budget that we need to choose during the application regarding the travel and office and administration headings (real costs or 15% on the staff costs) and the type of budget that we need to choose during the activation stage?

During the application, the option to be chosen is ONLY for Travel and accommodation, which will appear in the Application Form. During Activation stage, you will need to choose between real costs based or draft budget based reporting for the budget for action(s), which will not change the Application Form.

Are interpretation fees eligible for funding?

Yes, under External expertise. Eligible costs can be found in the Programme Manual.

Is there a maximum for the real cost option? As in, a limited percentage or maximum amount dedicated to travel and accommodation?

No, there is no limit for Travel and accommodation costs.

In relation to the indicative costs for each deliverable (5.1 Work Plan), should staff costs be included in that indicative budget?

This is not needed, no indicative budget should be provided for deliverables. The Synergie step-by-step guidance available [here](#) has to be followed.

Regarding the budget, could the budget allocated to local-level activities exceed the 50% threshold indicated in the guidelines?

There is a difference between budget allocated to local level activities and budget allocated to implementation of actions. The 50% threshold is relevant for the

implementation of action(s), which group parts of several budget lines (Staff for action, External Expertise for action and Equipment for action.)

The costs related with travel, accommodation or equipment needed by the Experts should be include in our budget? If T&A costs for LE do not need to be included in the network budget, how to they finance their T&A? Do they get refunded afterwards directly by URBACT on invoice presentation?

The Lead Expert or ad hoc experts should not need Equipment (or this is not foreseen). Travel and Accommodation costs for them do not need to be included in the network budget, they will be reimbursed directly by the URBACT Secretariat based on request + justification.

APPLICATION PROCESS

Is it possible to propose more than 1 project?

A Lead Partner can only lead one project but can be Partner in another one. A Partner can be Partner in a maximum of two approved Action networks but can apply in more than two. If more than two are approved, the partner will have to chose the networks they want to stay in.

Can an external contractor submit the application with its own account in the name of a municipality? Or must it be the municipality itself the one to submit it?

It is recommended that the municipality submits it. Only one account can access the proposal during application and until the approval.

Should we have (pilot) actions in each city already planned out or we can mention that they will be planned after the elaboration of the Baseline Study and after the end of the activation stage?

This call focuses on the implementation of actions and thus action(s) to be implemented should already be described in the Application form and can be refined during the activation stage.

On the top of the application form template, there are obligatory deliverables. We have to have ONLY those deliverables or can we have other additional deliverables too?

But in the second case, the Synergie platform allows us to choose those obligatory deliverables as "deliverable type" not the deliverable itself. This is confusing. Could you please clarify it more?

You should stick to the list of deliverables already available in Synergie. Then you provide details on them. But the type is defined on the platform and you should not add any. This is important to follow the Synergie guidance on this.

Should we write one activity, namely "5 transnational activities" or we have to have 5 activities for each 5 transnational activities separately? What is recommended, being generic or specific by writing activities and deliverables?

For the meetings, you indicate one line for this deliverable and then the number. You then provide more details on the plan of meetings in the application description.

Can different persons working on the Synergie-CTE application enter inputs on the Synergie platform?

There can only be one account linked to each application. Then you can share this account on your side.

Should we provide costs by unit under the deliverable section in the application form? synergy application requires it, but we are not sure if it's a must for the 17 of June

This is not needed and should not be done, everything is clearly explained in the Synergie guide. In order to smoothly submit your application, we highly recommend to use the guide and follow it step by step.

Do all local stakeholders that will be included in the URBACT local group need to be already identified at this stage and should be included in the project proposal at this stage?

You must indeed indicate a first list of stakeholders to be involved (not the specific people) and the justification of why they need to be included. Then this list can be refined during the project.

Will there be a revision of the AF after the activation phase?

No, the Application Form stays the same until the reprogramming which happens after the project mid-term review.

IMPLEMENTATION OF ACTIONS

What supporting documents are required to demonstrate that URBACT actions are included in an approved strategy?

No supporting document should be included. The strategy/action plan must be clearly explained in the Application Form and the action(s) to be implemented must be described. However, we recommend Lead Partners to ask for supporting documents from the partners to make sure their strategy/ action plan is in place at the moment of application.

Only actions already described in the local strategy/action can be planned/implemented within the URBACT network? What happens if a partner city learns something interesting from another partner, which is in line with the policy challenge and boosts the local action plan this partner has in place?

During the Activation stage, the action(s) can be refined and inspiration from network partners can be taken into consideration for the refining of the action(s) to be implemented. However, the foreseen action(s) should be described in the application form and be in line with the local strategy/Action plan.