PRACTICAL GUIDE TO SYNERGIE APPLICATION (PHASE 1)

CALL FOR PROPOSALS
FOR
ACTION PLANNING NETWORKS
OPEN UNTIL 17 APRIL 2019, 15.00 CET

January 2019 (Version 1)
FOREWORD

The following document is a guide to completing the URBACT III Phase 1 Application for Action Planning Networks in the SYNERGIE CTE on-line system. 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 III Operational Programme, the URBACT III Programme Manual, the Call for Proposals and the Guide to URBACT Action Planning networks, available on the URBACT website.

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.

To assist you further, a detailed description of the application form as well as a template budget (fixed categories) is provided with this guide, in annexes I and III.

For assistance, do not hesitate to contact the URBACT Secretariat:

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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 Excel tables (see template in Annex III of this guide).

This document aims at providing guidelines for Lead Partner completing the Phase 1 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.

Indications preceded by “→” are steps to be taken by you.

Indications preceded by “▲” are information/tips to help you proceed.

Submitting an application takes a lot of time. You can save as you go along and complete the information in several steps. Do not under-estimate the time needed to prepare a high quality application.
PROCEDURE

This document will guide you through the key stages of completing and submitting your Application through SYNERGIE-CTE. The procedure is structured along the following steps:

A – CREATE YOUR ACCOUNT IN SYNERGIE-CTE

1. “Create an account”
2. “Create/Select an organisation”
3. “Create an organisation”
4. “Create a contact”
5. “Validate your account”

B – CREATE YOUR PROJECT PROPOSAL

6. “Create a project”

C – COMPLETE YOUR APPLICATION FORM

7. Start filling in the form: Enter main elements
   ➤ Step 7.1 DESCRIPTION
   ➤ Step 7.2 PARTNERS
   ➤ Step 7.3 DELIVERABLES
   ➤ Step 7.4 EXPENDITURE SUBCATEGORIES
   ➤ Step 7.5 WORKPLAN
8. Application Form: Fill in all sections
   ➤ Details about Part VIII – Budgetary Proposal.

D – SUBMIT YOUR PROJECT PROPOSAL

9. Check the global coherence
10. Complete your official submission
A – CREATE YOUR ACCOUNT
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 APRIL 2019, 15.00 pm CET**.

To connect to the SYNERGIE-CTE website, visit [https://synergie-cte.asp-public.fr/](https://synergie-cte.asp-public.fr/)

<table>
<thead>
<tr>
<th>Step 1. “Create an account”</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The home-page will appear.</td>
<td></td>
</tr>
<tr>
<td>➔ Click on create an account on the top bar.</td>
<td></td>
</tr>
</tbody>
</table>

**▲ All along the application process in SYNERGIE-CTE, ensure to have only one internet tab open. Working at the same time on several tabs can create technical issues.**

The screen appears.

➔ Click on “create a user account for the programme URBACT III”

**▲ If the screen appears in French, click on the UK flag on the top right corner to go to the version in English.**

A pop-up window then appears.

➔ 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".

**▲ If you already have a Lead Partner account in this Programme, you can connect normally using your existing login and password.
Step 2. “Create/Select an organisation”

The 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.

⇒ 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 icon “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”.

Step 3. “Create an organisation”
If you clicked on “Add an organisation”, 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/Canterbury) and avoid using wording like “Citta di Bologna” or “Canterbury 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 button “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.
▲ For the captcha, if the picture is not clear enough, you can click on the 1st blue button to change it.

→ Click on the “SAVE” button in order to save your data in the system.

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.

→ Your account has been created!

Once your account has been created, a message appears in the top green box.
Step 5. “Validate your account”
If you try to log in directly, an error message appears in the top red box.

Go to your email box. You will find a message sent by SYNERGIE-CTE (SUPPORT-TECHNIQUE-SYNERGIE-CTE@asp-public.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 (10080 minutes)!

You are then automatically rerouted towards the platform and can start creating your project proposal.

ONCE THIS STAGE HAS BEEN COMPLETED, PLEASE NOTE THAT YOU CAN LOG IN AND OUT WHENEVER YOU WANT USING THE LOGIN AND PASSWORD YOU HAVE INTRODUCED IN SYNERGIE-CTE.

NOTE DOWN YOUR LOGIN AND PASSWORD AND KEEP IT SAFE. THE URBACT JOINT SECRETARIAT NO LONGER HAVE ACCESS TO ALL PASSWORDS SO CANNOT REMIND YOU IF LOST.
B – CREATE YOUR PROJECT PROPOSAL
B – CREATE YOUR PROJECT PROPOSAL

The first step to create your Application in SYNERGIE-CTE consists of going into the following web-site:  
http://synergie-cte.asp-public.fr/  

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 Planning Networks (APNs)”.  

⇒ Please select the option and click on “Submit a project idea for programme URBACT III”.  

The project home-page appears  
You are asked to complete your project acronym. It should be short, snappy and highlight the theme.  
Once completed, select the Priority axe – Investment priority – Specific objective to which your project is linked.  
For this Call for Action Planning Networks, all networks shall select the specific objective 1.1.2 “To improve the design of sustainable urban strategies and action plans in cities”.  

▲ 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 1.1.2.  

⇒ To conclude the project creation, CLICK ON the button “PROCEED”.

Congratulations Céline Leduc, you are now connected to SYNERGIE-CTE with login c.leduc2019. Please note your login and password and keep them safe for the future.

Call Action Planning Networks (APNs) : opened from 2019-01-07 to 2019-04-17

Submit a project idea for programme URBACT III.

Your project

Your organisation/structure

Naves

What would be your project acronym?

ACRONYM

1. Promoting Integrated Sustainable Urban Development

1.1. Disseminating good practice and expertise and capitalising on the results of the exchange

1.1.1. To improve the capacity of cities to manage sustainable urban policies and practices

1.1.2. To improve the design of sustainable urban strategies and action plans in cities

1.1.3. To improve the implementation of Integrated Plans for sustainable urban development

1.1.4. To ensure that practitioners and decision-makers at all levels (EU, national, regional, local, private) are aware of the good practices and lessons learned

2. Technical Assistance
C – COMPLETE YOUR APPLICATION FORM
C – COMPLETE YOUR APPLICATION FORM

You can now start completing the application form.

The Phase 1 Application Form is composed of 9 main sections (a detailed plan is provided in annex I):

I. Project Synthesis
II. Presentation of Project Proposal
III. Rationale of Proposed Partnership
IV. Activities and Expected Outputs
V. Project Work Plan
VI. Network Management and Leadership
VII. Use of Expertise
VIII. Budgetary Proposal
IX. Signature

Once again, we recommend that you prepare your application in a word document first before and to prepare your budget in an Excel sheet. This will allow you to fill in your form more quickly and to avoid any problem with the saving of data.

➔ Connect to the SYNERGIE-CTE website: https://synergie-cte.asp-public.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.
This screen appears.

This is the index of your application form where you can access all the sections to be filled in.

▲ At the beginning of each section, you will see red exclamation marks. This will help you to keep track on which sections you already filled in or not.

Step 7. Start filling in the form: Enter main elements

⇒ Click on “Enter Main Elements”

▲ 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 pre-filled based on information you will have provided in the main elements.

▲ If you log out, this screen will automatically appear when you log back in and search for your project. As long as the “Main Elements” Section is not completed, always resume the application procedure by clicking on “Enter Main Elements”.

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.
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, Expenditure & 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

The information to be provided is the following:

- **Acronym**: already filled in with information you have provided when creating your project proposal.

- **Start / End Date**: For phase 1, please enter the following dates:
  - start date will be: 2nd September 2019
  - end date will be: 2nd March 2020 (start date +6 months)

  Dates are already pre-filled with the start and end dates of the URBACT III programme (2014-2022). You need to change the dates for the duration of the project Phase 1 which is 6 months. Click on the calendar to change the dates.

- **Project title**: Each Network shall have a full project title

- **Short Description**: This short description of the project will be used in URBACT III 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. This section should not exceed 500 characters (including spaces).
  - Tick the box to see your progression and click on the SAVE button to save your information.
  - You will come back to the Application Form index. Click on “Enter main elements”.
  - Proceed with the tab “Partners”
Step 7.2 PARTNERS

Here you can see the list of your partners.

- In order to fill in each partner’s profile, click on the partner’s name.

- In order to add a partner, click on “add a partner” and proceed with the steps described below.

▲ This might be the section that will take you most time to fill in as you have first to add each one of your partner and then fill in their profiles.

▲ Please keep in mind that Action Planning Networks can have up to 10 partners in Phase 1: the Lead City (being the Lead Partner) and a maximum of 9 other partners. You can refer to the eligibility criteria detailed in the Terms of Reference of the Call.

Adding a partner: Create/Select an organisation

When you click on “add a 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.
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 “Select” and press button “SAVE”. Partner information must be saved in order to complete the following tabs.

Then, go to “partner’s Finance” (Page 19 below)

If the organisation does not already exist in the database, click on “Add an organisation to the database”.

Adding a partner: Create an organisation

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

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/Canterbury) and avoid using wording like “Citta di Bologna” or “Canterbury 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 button “SAVE”
**Adding a partner: Create the partner in the database**

Once you saved, this screen appears.

Here, you should add the partner itself to the database. 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 a region categorised as More Developed, in Transition or Less Developed. (you can check the status of regions on this map).

▲ 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):** VAT does not constitute eligible expenditure unless it is genuinely and definitely borne by the Partner/Lead Partner’s institution. Rules on VAT vary between countries, detailed specific national VAT legislation and restrictions apply. For more information, refer to factsheet 2F of the URBACT III Programme Manual.

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

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

➤ Click on 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.

**Partner’s Description**

When you click on one partner’s name, this screen appears. A message in red “The organisation is not validated” can appear. Do not pay attention to it.

▲ 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.

- **2007-2013 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**

  ➤ Click once more on the partner’s name

  ➤ Click on the tab “Finance”

**Partner’s Finance**

Transfer Networks are co-financed by the European Regional Development Fund (ERDF). The remaining budget not covered by ERDF has to be covered by each project partner (public co-financing).

The budget for the Application concerns only Phase 1 of the Action Planning Network. The maximum total eligible budget for Phase 1 for APN is 150,000.00€.

For each partner, in this section, you have to enter the financial contributions, both ERDF and public co-financing.

➤ In the screen, please select the fund (ERDF or Swiss/Norway funds when relevant).

➤ Click on the link “Total eligible budget” and indicate the data for the concerned partner.
This screen appears.

- Enter the total eligible budget for the partner (here 50000€ as an example)
- Click on SAVE

Back on this screen, click on the "галочки" next to ERDF.

The ERDF co-financing rate for an Action Planning Network is calculated at network level on the basis of the different co-financing rates for each partner:
- Partners from ‘more developed’ regions shall be co-financed at up to 70% by ERDF
- Partners from ‘less developed’ and ‘transition’ regions shall be co-financed at up to 85% by ERDF
- Partners from Switzerland shall be co-financed at up to 50% by Swiss national funds

▲ Partners from Norway will not be co-financed by the Norway fund for this call. 100% of the eligible budget must be therefore indicated under “public co-financing” which corresponds to the amount of co-financing brought by the partner.

Indicate the ERDF rate for the partner (in the example, 70%)
- The cash amount is automatically calculated (here 35000€)
- Click on SAVE
Back to the Finance Plan screen, click on the “○” next to “Public co-financing”

The following screen appear.

» First tick the 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 15000€ since 50000€ budget - 35000€ ERDF = 15000€ for public co-financing)

▲ To enter amounts, please enter the amount without any coma or full stop: 15000€. The amount will automatically appear like this: 15,000.00€ ; 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

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.

The budget for each partner should look like that.

Please check the ERDF intervention rate!

» Do not forget to press on the button “SAVE” and proceed to the tab “Contact”
**Partner’s Contacts**

For each partner, you can provide several contacts. In order to do so, click on the tab “Contact” and “Add a new contact”.

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).

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.

▲ 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.

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.
Partner’s bank account details

This section is compulsory for the Lead Partner but not for the other partners. You are free to decide if it is useful, for internal needs, to insert your partners’ bank account details or not.

In order to provide bank details, click first on the corresponding tab and click on “Add bank details”. The following screen will appear. Please fill in ALL the required fields specifying the bank account details of the Lead Partner. Please make sure to indicate the correct IBAN & SWIFT numbers.

- Tick the box “Valid Bank Account”
- Click on the “SAVE” button. You will come back under the “Bank details” tab.

When all tabs are completed, click on SAVE on the left corner.

You will come back under the tab “Partners” of the menu of the project’s main elements.

**FOLLOW THE SAME PROCEDURE (SECTION 7.2) FOR EACH PARTNER**

After providing all the requested information for each partner you can proceed with information about the project.

**Step 7.3 DELIVERABLES (In Main Elements Menu)**

Please ignore this tab at this stage. Under this tab, 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 provide under the tab “Workplan”.

**Step 7.4 EXPENDITURE SUBCATEGORIES**

Please ignore this tab. The expenditure table will have to be filled in later in the application process, under Section VII. 3.

- For these 2 tabs: 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.
- Proceed to the tab “Workplan”
Step 7.5 WORKPLAN

The activities to be implemented within the networks are organised around Work Packages. Each WP has specific objectives, defined actions and related expected deliverables.

For Phase 1, only Work Packages 1 and 2 are applicable. They have already been created. **Please do not create any other Work Package.**

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 “Localisation” (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 “Nantes”.

Do not take the “NUTS3 places” into account.

- Once it is done, SAVE
- 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 take this box into account.

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

➔ Start with “Description”

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

➔ Start / End Date: For Phase 1, please enter the following dates:
- start date will be: 2nd September 2019
- end date will be: 2nd March 2020 (start date +6 months)

➔ SAVE and proceed to “Partners” tab.

➔ Partners

Click to indicate the partners who are taking part in each work package.

➔ All Phase 1 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.

➔ Click on SAVE.

➔ For Work Package 1, you do not need to add anything more. Go back to the Workplan and click on the Work Package 2.

➔ Therefore, please IGNORE the tab “deliverables” for Work Package 1.

➔ You can access Work Package 2 by clicking on “Work Plan Activities” (on the top of the screen) to reach the work plan.

➔ Then click on Work Package 2.
For Work Package 2, please proceed with the same steps as for Work Package 1.

However, for WP2, you will need to fill in the “Deliverables” tab as well. In Phase 1, all compulsory deliverables need to be listed under WP2 only.

- Deliverables (In Work plan - Work Package 2 Menu)

In this section, you are requested to list your deliverables for the work package.

- Click on “Add a deliverable”

You see a list of three types of deliverables for Phase 1.

▲ Please keep in mind that all the other deliverables are not applicable for Phase 1.

It is compulsory to add the three deliverables to the Work Package 2. Refer to guide for APN for more information.

Your deliverables should be: one Phase 2 Application, one Baseline Study and two transnational meetings.

For the name of the deliverable, use the titles already provided.

Ex: “Transnational meeting”

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. For instance, “Transnational meetings to be held in Nantes and Sedgemoor”.
Once all the deliverables have been added, indicate the numbers per year in the table.

Your list of deliverables for Work Package 2 should look like this.

- Click on SAVE
- Go back to the general view of the Workplan by clicking on “Work Plan Activities” (on the top of the screen).

Once saved, your workplan should look like this.

Please make sure that the dates of the Work Packages as well as the list of deliverables are correct.

Also make sure that all partners are linked to both Work Packages.

▲ This is really 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 SAVE.
- You will come back to the main description of your project.
Your project’s main elements are now completed!

You can come back to the index of the application form. If you ticked the box 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.

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.

- Part I: normally in this section, all sections are already marked with green ticks apart:
  - Section I.3 – List of your partners. If this is correct you can simply tick the box and SAVE
  - Section I.4 – Thematic Objective. Please go to this section, from the menu select one TO of the EU 2020 and save (if your project covers more than one TO please select the most appropriate as only one can be selected).

- Part II: all parts are free boxes except question 2.2. For this question, please tick YES IN ANY CASE and comment briefly on how the proposal might contribute to the improvement of the planning and delivery of integrated urban policies. Do not forget to SAVE.

- Sections in Part III are free text boxes with questions regarding each partner involved in the Partnership.

▲ For section 3.1, click on the “+” next to each partner’s name and then fill in each of the 5 subquestions for this partner. Do the same for each partner. Please be aware that Part III requires some time to be filled in. Do not forget to SAVE.

▲ This is very important to ensure that all data is correctly saved.
Part IV concerns the description of the different work packages for Phase 1. Some parts will be automatically filled in with the information you provided before. For question 4.2.4, you need to click on “update the deliverable” to see the deliverables listed in “Main Elements”.

Part V concerns the work plan for Phase 1. This section is automatically filled in with data provided before.

Part VI concerns the Network Management and Leadership

Part VII concerns the Use of Expertise

Part VIII concerns the Budget. You’ll find additional information below to help you go through this part.

Part IX: 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.

▲ Start by Part I to check that the automatically filled in information is correct. Afterwards, simply navigate by clicking on “next chapter”.

▲ Remember to click on the button “SAVE” after completing EACH section and before going to “next chapter”. This is important to ensure that data will be saved.

▲ Do not forget to tick the box in order to see your progression and to “SAVE” to make sure not to lose information.
Details about Part VIII – Budgetary Proposal.

Applicants are invited to read carefully the Programme Manual and particularly Factsheet 2F for all the costs categories and details on budgetary issues in URBACT III.

Here is more detailed information about the “Budgetary proposal” part, section by section.

Section 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 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 ERDF rate is correct.

→ Proceed to next chapter.

Section 8.2 – ERDF per year

In this table, you need to fill in the ERDF contributions per year for the project Phase 1, i.e. 2019 and 2020.

→ Select the 2019 line, update the ERDF amount respecting the number format “65,000.00€”

→ Select the 2020 line, update the ERDF amount and click on the button SAVE.

▲ Make sure the total ERDF is consistent with information provided in sections 1.3 Partnership Financing plan and 8.1 Financial contribution by partner and source above.
Section 8.3 - Expenditure per partner, per year and budget line

In this table, you have to enter the budget per partner, per year and per budget subcategory. To do so, click on the magnifying glass on 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 Factsheet 2F of the Programme Manual before inputing data in your application form (See also budget template in annex III of this Guide).
- Maximum overall budget for Phase 1 should not exceed 150,000€.
- Staff Costs should normally not exceed 35%-40% of the overall budget.
- Budget should be proportionate to the workplan and expected results, balanced, realistic, justified and clear.

▲ You cannot enter administration costs as these will be automatically calculated as a 3% flat rate of the staff costs. Be careful to calculate this amount in your total eligible budget per partner.

➔ Fill in the table by clicking on the icon with paper and pencil on the right. Do not click on the links on the left side of the table (like “Lead Partner Staff costs” for instance). Fill in ONLY by clicking on

➔ Indicate the amounts per year and click on the button “OK” to save the modifications.
➔ Make sure to enter the detail only for the partner in question.

➔ For Phase 1, enter the data for 2019 and 2020.

▲ Even if you have the technical possibility to enter costs for other partners in the table, be sure to leave these lines EMPTY and fill in ONLY those for the relevant partner.

For EACH partner input data directly in the partner’s own budget table.

➔ Repeat for each budget line.

Please check that budget per year is adding up to total.
Please check that total corresponds to partner’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.

Section 8.4 - Expenditure per year and budget category

This table is summarising the network’s budget per year and per budget category/line based on the information you provided in the previous section.

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.

Proceed to next chapter.
Section 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 section 8.3.

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 the tabs 8.3, 8.4, 8.5 are consistent

▲ If you need to change something in your budget, please go back to Section 8.3 to do so. Do not click on the link “Edit project’s expenditure budget lines”.

Section 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.

➔ Do not forget to save!

▲ On the index, if all the sections are not ticked in green, please check the “Main Elements” section, as you might had missed ticking a box there.

You are almost done! Last section 9 concerns official stamp and signature of the Application Form.

➔ Once all sections have been properly filled in, proceed to submission.
D – SUBMIT YOUR PROJECT PROPOSAL
D – SUBMIT YOUR PROJECT PROPOSAL

▲ Before checking the coherence of your application form, and if your progression is still not “100%”, 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. Every time, save by ticking the box at the bottom. Do not forget to tick the boxes in the tabs “Deliverables”, “Expenditure Subcategories” and “Indicators” in the “Main Elements” Menu.

→ Once you reach 100% progression, you should carry out a ‘coherency check’ before attempting to submit.

If the progress bar shows 98% don’t worry, this can happen and won’t prevent you from submitting. However make sure that you have fully completed the application form.

You can proceed with the next step.

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”.
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.

**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.**

---

**Step 10. “Complete your official submission”**

Once submitted, you will see a screen saying that an e-mail confirming the on-line submission of your Phase 1 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.

Once the Phase 1 Application created online through 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.

» To print the form, please click on the PDF icon .
This screen will appear.

Do not panic: before you can open the PDF of your Phase 1 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.
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 Phase 1 Application form duly signed, along with all documents requested in the Call, by email to APN@urbact.eu

Do not put info@urbact.eu in copy of your email.

▲ Please note that the system will be open until 17 April 2019 (15.00 pm CET), in order to allow candidates to print the PDF version of their Phase 1 Application.

▲ On 17 April 2019, 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.

For additional assistance or information please do not hesitate to contact:

Céline Ethuin / Anaïs de Muret
Project & Finance Pole
URBACT Secretariat
+33 1 85 58 61 98 / +33 1 85 58 61 37
c.ethuin@urbact.eu / a.demuret@urbact.eu
ANNEX I – OUTLINE OF MAIN COMPONENTS OF THE APPLICATION FORM FOR PHASE 1

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. Thematic objective
   1.5. Total budget

2. PRESENTATION OF PROJECT PROPOSAL
   2.1. Thematic Content
      2.1.1. Definition of the issue / policy challenge to be addressed (word limit to apply)
      2.1.2. Link to European urban policy context, EU 2020 strategy and 10 Thematic objectives (word limit to apply)
   2.2. Shall the proposal contribute to the URBACT Specific Objective 2 (related to Action Planning Networks)?
   2.3. How will gender equality and equal opportunities be addressed by the network? (word limit to apply)
   2.4. What is the added value of this network related to the theme proposed? (word limit to apply)

3. RATIONALE OF PROPOSED PARTNERSHIP
   3.1. Profile of the Partner Cities
      3.1.1. Local challenges of city partners specific to the network theme
      3.1.2. Strategies and actions of the city specific to the network theme
      3.1.3. Motivation and commitment of each city to join the network
      3.1.4. Local Stakeholders to be involved in the URBACT Local Group
      3.1.5. Potential for actions to be funded/implemented
   3.2. Why does it make sense for these cities to work together? What added value will be created? (word limit to apply)
   3.3. What is the added value of the proposed partnership? (why do these partners need URBACT to respond to their specific needs?) (word limit to apply)

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. Activities to be implemented under WP1
   4.2. Description of Work Package 2 - Project Development
      4.2.1. General framework for Project Development
      4.2.2. The methodological approach proposed for the Baseline Study
      4.2.3. Proposed content, tools and methods for the transnational exchange and learning meetings
      4.2.4. Expected outputs under WP2 (transnational meetings, Baseline Study, Phase 2 Application)

5. PROJECT WORK PLAN

6. PROJECT MANAGEMENT AND LEADERSHIP
   6.1. Lead partner experience (highlights of city’s experience)
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.2.</td>
<td>Experience of proposed project coordinator</td>
</tr>
<tr>
<td>6.3.</td>
<td>Presentation of the Lead Partner project team (roles and responsibilities)</td>
</tr>
<tr>
<td>7.</td>
<td><strong>USE OF EXPERTISE</strong></td>
</tr>
<tr>
<td>7.1.</td>
<td>Proposed use of expertise resources allocated by the Programme</td>
</tr>
<tr>
<td>7.1.1.</td>
<td>Proposed URBACT Lead Experts</td>
</tr>
<tr>
<td>8.</td>
<td><strong>BUDGETARY PROPOSAL</strong></td>
</tr>
<tr>
<td>8.1.</td>
<td>Financial contribution by partner and source (incl. ERDF and local contribution)</td>
</tr>
<tr>
<td>8.2.</td>
<td>ERDF per year</td>
</tr>
<tr>
<td>8.3.</td>
<td>Expenditure per partner, per year and budget subcategory</td>
</tr>
<tr>
<td>8.4.</td>
<td>Expenditure per year and budget category</td>
</tr>
<tr>
<td>8.5.</td>
<td>Project cost per budget line</td>
</tr>
<tr>
<td>8.6.</td>
<td>Project costs per budget category – Justification/Explanation</td>
</tr>
<tr>
<td>9.</td>
<td><strong>SIGNATURE</strong></td>
</tr>
<tr>
<td></td>
<td>Signature of the Lead Partner/project coordinator</td>
</tr>
</tbody>
</table>
# ANNEX II—ADMINISTRATIVE CODES PER COUNTRY

<table>
<thead>
<tr>
<th>Country</th>
<th>English name</th>
<th>Local name</th>
<th>Abbreviation</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austria</td>
<td>VAT identification number</td>
<td>Umsatzsteuer-Identifikationsnummer</td>
<td>UID</td>
<td>‘ATU’+8 characters, – e.g. ATU99999999</td>
</tr>
<tr>
<td>Belgium</td>
<td>VAT identification number</td>
<td>Numéro TVA (N°TVA) ou BTW-Nummer</td>
<td>TVA ou BTW</td>
<td>‘BE’+9 or 10 digits – e.g. BE0999999999</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>BULSTAT Unified Identification Code/Number</td>
<td>ЕИК - едниницата идентификационен код. БУЛСТАТ</td>
<td>ЕИК по БУЛСТАТ</td>
<td>‘BG’ +9 or 13-digit number</td>
</tr>
<tr>
<td>Croatia</td>
<td>Personal Identification Number (PIN)</td>
<td>Osobni Identifikacijski Broj</td>
<td>OIB</td>
<td>‘HR’ +11 random numbers</td>
</tr>
<tr>
<td>Cyprus</td>
<td>VAT identification number</td>
<td>Αριθμός Εγγραφής Φ.Π.Α. Arithmós Engraphēs phi. pl. α.</td>
<td>ΦΠΑ</td>
<td>‘CY’ +9 characters – e.g. CY999999999L</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>VAT identification number</td>
<td>Daňové identifikační číslo</td>
<td>DIČ</td>
<td>‘CZ’+8-10 digits</td>
</tr>
<tr>
<td>Denmark</td>
<td>VAT identification number</td>
<td>Centrale Virksomheds Register</td>
<td>CVR</td>
<td>‘DK’ +8 digits – e.g. DK999999999, last digit is check digit</td>
</tr>
<tr>
<td>Estonia</td>
<td>Register number</td>
<td>Registristood</td>
<td>-</td>
<td>8 numbers only, no letter characters included, for instance „70000562“</td>
</tr>
<tr>
<td>Finland</td>
<td>VAT identification number</td>
<td>Arvonlisäveronumero</td>
<td>ALV nro</td>
<td>‘FI’ + 8 digits – e.g. FI12345678</td>
</tr>
<tr>
<td>France</td>
<td>Business/Institutions repertoire identification system</td>
<td>Système d’identification du répertoire des entreprises or Système d’identification du répertoire des établissements</td>
<td>SIREN or SIRET</td>
<td>For SIREN: 8 digits and 1 more digit to check the validity of the number FOR SIRET: 14 digits</td>
</tr>
<tr>
<td>Germany</td>
<td>VAT identification number</td>
<td>Umsatzsteuer-Identifikationsnummer</td>
<td>USH-IdNr.</td>
<td>‘DE’ +9 digits – e.g. DE999999999</td>
</tr>
<tr>
<td>Greece</td>
<td>Tax Registration Number</td>
<td>Αριθμός Φορολογικού Μητρώου (Arithmós Phorologikou Mētrōu)</td>
<td>ΑΦΜ</td>
<td>‘EL’ +9 digits – e.g. EL999999999</td>
</tr>
<tr>
<td>Hungary</td>
<td>VAT identification number</td>
<td>Közösségi adószám</td>
<td>ANUM</td>
<td>‘HU’ +8 digits – e.g. HU12345678</td>
</tr>
<tr>
<td>Ireland</td>
<td>VAT identification number</td>
<td>Value Added Tax number</td>
<td>VAT no</td>
<td>‘IE’+8 digits, the second can be a character and the last one must be a character – e.g. IE9S99999L</td>
</tr>
<tr>
<td>Italy</td>
<td>Fiscal code</td>
<td>Codice Fiscale</td>
<td>-</td>
<td>11 digits</td>
</tr>
<tr>
<td>Latvia</td>
<td>Registration number of tax payer</td>
<td>Nodokļu maksatāju registra reģistrācijas numurs</td>
<td>-</td>
<td>11 digits – e.g. 99999999999</td>
</tr>
<tr>
<td>Lithuania</td>
<td>VAT identification number</td>
<td>Pridėtinės Vertės Mokestis kodas</td>
<td>PVM codas</td>
<td>9 or 12 digits</td>
</tr>
<tr>
<td>Luxembourg</td>
<td>VAT identification number</td>
<td>Numéro d’identification à la taxe sur la valeur ajoutée</td>
<td>No. TVA</td>
<td>LU’ +8 digits – e.g. LU12345678</td>
</tr>
<tr>
<td>Malta</td>
<td>Departmental Accounting System (DAS) - 71</td>
<td>Departmental Accounting System (DAS) - 71</td>
<td>MTDAS71</td>
<td>MTDAS71</td>
</tr>
<tr>
<td>Netherlands</td>
<td>VAT identification number</td>
<td>BTw-nummer</td>
<td>BTW-nr.</td>
<td>‘NL’+9 digits+8+2-digit company index – e.g. NL9999999999899</td>
</tr>
<tr>
<td>Norway</td>
<td>VAT identification number</td>
<td>Merverdiavgift</td>
<td>MVA</td>
<td>‘NO’ +9 digits and the letters ‘MVA’ to indicate VAT registration – e.g. NO999999999MVA</td>
</tr>
<tr>
<td>Poland</td>
<td>Tax identification number</td>
<td>Numer Identyfikacji Podatkowej</td>
<td>NIP</td>
<td>‘PL’ +10 digits – e.g. PL9999999999</td>
</tr>
<tr>
<td>Country</td>
<td>Identification Number</td>
<td>Description</td>
<td>Code</td>
<td>Type</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>Portugal</td>
<td>Tax identification number</td>
<td>Número de Identificação Fiscal</td>
<td>NIF</td>
<td>9 digits</td>
</tr>
<tr>
<td>Romania</td>
<td>Fiscal identification number</td>
<td>Cod de identificare fiscala</td>
<td>CIF</td>
<td>a) &quot;RO&quot; for legal entities paying VAT and optionally missing &quot;RO&quot; for the non-VAT payers (e.g. Cities); b) the number/code of the legal entity of maximum 9 digits; c) an extra digit for verification - e.g. [RO]999999999 [9]</td>
</tr>
<tr>
<td>Slovakia</td>
<td>IČO identification number</td>
<td>Identifikačné číslo Organizácie</td>
<td>IČO</td>
<td>IČO + 8 digits – e.g. IČO 12345678</td>
</tr>
<tr>
<td>Slovenia</td>
<td>VAT identification number</td>
<td>Davčna številka</td>
<td>ID za DDV</td>
<td>'SI' + 8 digits – e.g. SI12345678</td>
</tr>
<tr>
<td>Spain</td>
<td>Tax Identification Number (TIN)</td>
<td>Número de identificación fiscal</td>
<td>NIF</td>
<td>'ES'+9 digits, the first or the last value can also be a character – e.g. ESX9999999X</td>
</tr>
<tr>
<td>Sweden</td>
<td>Swedish Organisation number</td>
<td>Organisationsnummer</td>
<td>-</td>
<td>10 digits</td>
</tr>
<tr>
<td>Switzerland</td>
<td>Uniform company identification (UID)</td>
<td>Numéro d’identification des entreprises (IDE) / Unternehmens-Identifikationsnummer (UID) / Numero d’identificazione delle imprese (IDI)</td>
<td>IDE / UID / IDI</td>
<td>'CHE' +9 numeric digits (block of 3, block of 3, block of 3) – e.g. CHE-123.456.789</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>VAT identification number</td>
<td>Value added tax registration number</td>
<td>VAT</td>
<td>'GB' +9 digits (block of 3, block of 4, block of 2) – e.g. GB999 9999 73</td>
</tr>
</tbody>
</table>
**ANNEX III – TEMPLATE BUDGET (FIXED CATEGORIES)**

<table>
<thead>
<tr>
<th>Expenditure Categories</th>
<th>Subcategories</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff costs</strong></td>
<td>Lead Partner Staff Costs</td>
<td>0.00 €</td>
</tr>
<tr>
<td></td>
<td>Project Partner Staff Costs</td>
<td>0.00 €</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>0.00 €</td>
</tr>
<tr>
<td><strong>Office and Administration</strong></td>
<td>Lead Partner Office and Administration</td>
<td>0.00 €</td>
</tr>
<tr>
<td></td>
<td>Project Partner Office and Administration</td>
<td>0.00 €</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>0.00 €</td>
</tr>
<tr>
<td><strong>Travel and Accommodation</strong></td>
<td>Staff Travel and Accommodation</td>
<td>0.00 €</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>0.00 €</td>
</tr>
<tr>
<td><strong>External Expertise and Services</strong></td>
<td>Lead Partner External Expertise Project Coordination</td>
<td>0.00 €</td>
</tr>
<tr>
<td></td>
<td>Project Partner External Expertise Project Coordination</td>
<td>0.00 €</td>
</tr>
<tr>
<td></td>
<td>Expertise Meeting Organisation</td>
<td>0.00 €</td>
</tr>
<tr>
<td></td>
<td>Expertise Communication</td>
<td>0.00 €</td>
</tr>
<tr>
<td></td>
<td>Expert and other non-staff Travel</td>
<td>0.00 €</td>
</tr>
<tr>
<td></td>
<td>Expertise First Level Control</td>
<td>0.00 €</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>0.00 €</td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>Equipment</td>
<td>0.00 €</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>0.00 €</td>
</tr>
<tr>
<td><strong>Global budget</strong></td>
<td></td>
<td>0.00 €</td>
</tr>
<tr>
<td><strong>Total eligible budget for all partners</strong></td>
<td></td>
<td>0.00 €</td>
</tr>
</tbody>
</table>
ANNEX IV – ELIGIBILITY CRITERIA FOR PHASE 1 ACTION PLANNING NETWORKS

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 call for proposals and within the notified deadline.
- The application package is complete including the required documents set out in the call.
- The proposal is complete in terms of information and data required in the documents (application form, letters of commitment from partners have been properly filled in and signed, letters of intent from experts are correctly completed and all letters use the official templates according to the instructions).
- The proposal fulfils the requirements for Phase 1 partnership bringing together between 7 and 10 candidate partners including the Lead Partner.
- The proposed partnership respects the balance between partners from More Developed and Less Developed regions.
- The candidate Lead Partner is candidate Lead Partner in one URBACT proposal under this call.
- All candidate partners are eligible according to the URBACT Programme rules.
- The maximum budget for Phase 1 applications (EUR 150,000 total eligible cost) has been respected.
ANNEX V – ASSESSMENT CRITERIA FOR PHASE 1 ACTION PLANNING NETWORKS

The assessment criteria for project proposals for phase 1 are outlined below:

<table>
<thead>
<tr>
<th>Criterion 1: Relevance of the topic/theme/policy issue addressed (10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For this criterion, assessors will more especially consider the following dimensions:</td>
</tr>
<tr>
<td>1) The proposal contributes to the objectives of the Cohesion Policy 2014-2020</td>
</tr>
<tr>
<td>2) The proposal is relevant in the current European Urban policy context (in particular the Urban Agenda for the European Union).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criterion 2: Quality of Partnership (15%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For this criterion, assessors will more especially consider the following dimensions:</td>
</tr>
<tr>
<td>1) The policy challenge proposed is relevant for each of the cities in the partnership</td>
</tr>
<tr>
<td>2) The proposed partnership covers an appropriate mix of Member States (for example ensuring adequate coverage of Central and Eastern Europe, Northern, Western and Southern Europe). In cases where the geographical coverage is limited, this is clearly justified in Phase 1 application.</td>
</tr>
<tr>
<td>3) The strategic environment of partner cities is relevant to address the challenges identified</td>
</tr>
<tr>
<td>4) The partner cities demonstrate a willingness and ability to undertake the activities of Phase 1 (e.g. having appropriate competence, resources, political support and motivation)</td>
</tr>
<tr>
<td>5) The types of stakeholder identified in the URBACT Local Group are relevant and comprehensive</td>
</tr>
<tr>
<td>6) The local situation, needs and expected results for each partner city is clearly described and these are logically connected demonstrating high potential for change.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criterion 3: Quality of the proposed methodology and activities (15%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For this criterion, assessors will more especially consider the following dimensions:</td>
</tr>
<tr>
<td>1) The work plan for Phase 1 is clearly presented with description of the planned activities and expected outputs</td>
</tr>
<tr>
<td>2) Work packages for Phase 1 are clearly explained with sufficient detail</td>
</tr>
<tr>
<td>3) The proposed outputs are clearly explained and appropriate for Phase 1</td>
</tr>
<tr>
<td>4) The activities are logically interlinked and in line with the objectives for Phase 1 (production of the Baseline study, design of an exchange and learning methodology and elaboration of the Phase 2 Application)</td>
</tr>
<tr>
<td>5) The proposed tools, content and methods respond to the needs of the partner cities</td>
</tr>
<tr>
<td>6) The Methodology for the production of the Baseline study including its components of State of the Art, partner profiles and methodology are clearly set out.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Criterion 4: Project Management and Expertise (10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For this criterion, assessors will more especially consider the following dimensions:</td>
</tr>
<tr>
<td>1) The Lead Partner demonstrates competency in managing EU co-financed projects or can ensure adequate measures for management support</td>
</tr>
<tr>
<td>2) The named person to act for the Lead Partner (project coordinator) has experience (from attached CV) of this type of work</td>
</tr>
<tr>
<td>3) The project coordination at the Lead Partner’s is well organised and clearly presented (who will do which tasks) Sufficient resources are indicated for the lead partner tasks</td>
</tr>
<tr>
<td>4) The proposed URBACT lead experts have relevant experience in supporting transnational exchange and learning activities as well as relevant thematic expertise</td>
</tr>
<tr>
<td>5) At least one female lead expert is proposed by the network</td>
</tr>
<tr>
<td>6) The project budget is coherent with the work plan and the main outputs in the proposal.</td>
</tr>
<tr>
<td>7) The total partner budgets reflect real partner’ involvement (are balanced and realistic).</td>
</tr>
</tbody>
</table>
8) The project budget is justified, clear and realistic.

<table>
<thead>
<tr>
<th><strong>Criterion 5: Added Value of the Proposal (25%)</strong></th>
</tr>
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<tbody>
<tr>
<td>For this criterion, assessors will more especially consider the following dimensions:</td>
</tr>
<tr>
<td>1) The proposal addresses a theme which is relevant to many European cities</td>
</tr>
<tr>
<td>2) The proposal demonstrates high added value in relation to the proposed theme (new themes)</td>
</tr>
<tr>
<td>3) The proposal demonstrates high added value in relation to the partners selected (integrating cities that have never participated in an URBACT network before as well as URBACT cities which are debuting as Lead Partner)</td>
</tr>
<tr>
<td>4) The proposal offers high potential for change in partner cities</td>
</tr>
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<thead>
<tr>
<th><strong>Criterion 6: Coherence of the Proposal (25%)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>For this criterion, assessors will more especially consider the following dimensions:</td>
</tr>
<tr>
<td>1) The proposal demonstrates a good understanding of the objectives of an Action Planning Network</td>
</tr>
<tr>
<td>2) The proposed methodology and activities for Phase 1 are coherent and logical (activities are logically sequenced linking local and transnational)</td>
</tr>
<tr>
<td>3) The proposal has a clear focus on transnational exchange and learning</td>
</tr>
<tr>
<td>4) The proposal has adequately addressed gender equality in all proposed activities</td>
</tr>
</tbody>
</table>