

Driving change for better cities

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The call for APNs:

**Time to submit your
application - tech &
troubleshooting**

Online info session 7 March 2023

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Check our past online info sessions!

- **17 January, 10:00 - 11:00 CET: APN call in a nutshell**
- **19 January, 10:00 - 11:00 CET: How to build a strong partnership for an Action Planning Network**
- **14 February, 10:00 - 11:00 CET: Exchange and learning during the network journey**

Details: urbact.eu/get-involved

WEBINAR RECORDINGS :

https://www.youtube.com/playlist?list=PLi7JLNLCQuAISrnUAuamE0eOn_SQZwzAE

Contact: apn@urbact.eu



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ACTION PLANNING NETWORKS

Online info session:
How to build
a strong partnership

19 January 2023
10:00 - 11:00 CET

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What we will focus on in today's webinar

- 1. Main chapters of the APN Application Form**
 - > Main elements
 - > 'Sensitive' questions
- 2. Budget**
3. Submission procedure
4. Eligibility & assessment criteria
5. Resources/guidance available



THE APPLICATION FORM

The Application Form is composed of 9 main chapters:

Enter main elements


- 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


Show administrative information of this project

See contractual documents

Project Project Acronym

Enter main elements

You can view a PDF version of your application form here: 

This document is based in the following template : AF APN UIV 21-27 

I 1.PROJECT SYNTHESIS

- [1.1 Project Identity](#)
- [1.2 Summarised description of the issue to be addressed by the network](#)
- [1.3 Proposed Partnership](#)
- [1.4 Links to the Cohesion Policy Objectives](#)
- [1.5 Total budget](#)

II 2. PRESENTATION OF PROJECT PROPOSAL

- 2.1 Thematic Content
 - [2.1.1 Definition of the issue / policy challenge to be addressed](#)
 - [2.1.2 Link to European urban policy context 2021-2027 \(in particular the Cohesion Policy objectives and scope\)](#)
- [2.2 Shall the proposal contribute to the URBACT Specific Objective 2 \(related to Action Planning Networks\)?](#)
- [2.3 How will gender-equal policy making be addressed by the network?](#)
- [2.4 How will green transition be addressed by the network?](#)
- [2.5 How will digital transformation be addressed by the network?](#)
- [2.6 What is the added value of this network related to the theme proposed?](#)

III 3. RATIONALE OF PROPOSED PARTNERSHIP

- 3.1 Profiles of the Partner Cities
 - [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](#)

Policy Challenge

- The identification of the policy challenge to be addressed in the network is an initial key step when preparing an application
- Show the link with the EU Cohesion policy objectives

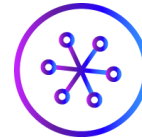
Three **Cross – cutting aspects** to be considered in the proposals



GREEN TRANSITION



GENDER



DIGITAL TRANSFORMATION

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[Activities, Project Work Plan & Work Packages

Three Work Packages:

- Description of **Work Package 1- Network management**
- Description of **Work Package 2 – Network Level Activities**
- Description of **Work Package 3 – Local Level Activities**

➡ In WP 1 there are no deliverables/outputs to indicate

➡ For WPs 2 & 3, check the Guide (esp. pp 16-20) for outputs

Experts

Do not indicate names of experts in the Application, only experts profiles and skills that your network needs.

The match with the experts will be done in June.
The experts pool (list of validated experts) will be accessible only after 31st of March.

[Budget sections...

For second part of webinar...

Priority axis 1 - Investment Priority PI1 - Specific Objective 1 :

Home **Project** Restitution Programme Parameters

Application Form

Enter main elements

You can view a PDF version of your application form here:



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II 2. PRESENTATION OF PROJECT PROPOSAL

- 2.1 Thematic Content

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LET'S MOVE TO:
SYNERGIE !



QUESTIONS TIME

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FOCUS ON: BUDGET

Financial resources for the network

Network budget:

Up to EUR 850 000€

(total incl. local co-financing)

Average budget per partner :

LP : 170k € to 200k €

PP: 60k € to 90k €

Additional resources for expertise fees:

Up to 170 days of expertise = EUR 144 500

(paid by the programme directly)

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
Partners from IPA countries*	Up to 95% by IPA Funds
Partners from other countries	Participation at own costs

**Information around the conditions to participate have to be checked with the national authorities concerned.*

Budget categories

Five main budget categories

- a. Staff costs
- b. Office and administration (5% flat rate of staff costs)
- c. Travel and accommodation
- d. External expertise and services
- e. Equipment

Check Programme Manual, Book One, Section D.

Expenditure budget line	Subcategories		
	Label	Indirect costs	Simplified costs
Staff costs	Staff costs ⓘ		
Total			
Office and Administration	Office and Administration ⓘ	☑	☑
Total			
Travel and Accommodation	Staff Travel and Accommodation		
Total			
External Expertise and Services	External Expertise Project Coordination		
	Expertise Meeting Organisation		
	Expertise Communication		
	Expert and other non-staff Travel		
	Expertise First Level Control		
Total			
Equipment	Equipment		

Eligible costs per budget category

Staff Costs

Def°: appointed staff directly employed by the partner

- Contract/Pay slip
- Salary + taxes + social benefits paid by the employer.
- Salary payment actually paid out i.e. debited from the Partner/Lead Partner's institution's bank account



Office and administration

5% FLAT RATE of declared Staff Costs

Def°: operating and administrative expenses of the partner organisations that support delivery of project activities

- office rent
- electricity
- heating
- maintenance
- Cleaning

Staff Costs : HR recommendations

Lead Partners

Sufficient human resources should be allocated to ensure suitable project management for a Lead Partner. **We recommend at least the equivalent of 2 full-time posts.**

The Lead Partner should therefore appoint, usually:

- A **Project Coordinator** - Full-time.
- A **Finance Officer** - Usually a half-time post.
- A **Communication Officer** - Usually a half-time post.

Project Partners

The equivalent of 1 full-time post is recommended.

Each Project Partner should therefore appoint, usually:

- A **Project Coordinator** - Usually a half time position.
- A **Finance Officer** - half time position is strongly recommended.

Tip: Staff costs should normally not exceed 40% of the total budget

Nota Bene: Lead Partners and partners must also provide ½+ FTE for the coordination of the URBACT Local Group (ULG)

Eligible costs per budget category

Travel & Accommodation

Def°: travel costs of staff employed in the partner organisation to deliver the project

- Daily allowances/per diems (based on EU, national or local legislation)
- Transports, meals, accommodations...

External Expertise & Services

Def°: Expenditure for external expertise & services provided by a public or private body or a natural person outside of the partner organisation

- Exp. Project Coordination
- Exp. Meeting Organisation
- Exp. Communication
- Experts & other non-staff Travel
- Exp. First Level Control

Equipment

Def°: In few specific cases like testing actions.
➤ if used solely for the purpose of the project

Main principles around costs management








- Costs are eligible starting from 01/06/2023;
- No advance possible, need for sufficient treasury, first payment not before May-June 2024 and same for 2 next rounds of reporting;
- Costs must be borne by the partner organisation;
- Preparation costs are not eligible;
- Reallocation over 20% is possible only through reprogramming process after 1,5 year;
- Principles of sound financial management and cost-efficiency with a priority given to options which demonstrate a lower environmental cost.
- All contracts shall comply with the basic principles of procurement rules depending on the amount of the contract.

Priority axis 1 - Investment Priority PI1 - Specific Objective 1 :

Home **Project** Restitution Programme Parameters

Application Form

■ VIII 8 BUDGETARY PROPOSAL

-  [8.1 Financial contribution by partner and source \(incl. ERDF, IPA III funds and local](#)
-  [8.2 ERDF per year](#)
-  [8.3 IPA per year](#)
-  [8.5 Expenditure per year and budget category](#)
-  [8.4 Expenditure per partner, per year and budget subcategory](#)
-  [8.6 Project cost per budget line](#)
-  [8.7 Project costs per budget category – Justification/Explanation](#)

LET'S MOVE TO:
SYNERGIE !

Submission procedure

Lead partners
responsibility for both
steps

Two steps required to submit your application

1 - Online submission of the application form through the SYNERGIE-CTE system
in English **by 31 March 2023 at 15:00 CEST**

- *The Practical Guide to SYNERGIE is now available! check urbact.eu/get-involved*

2 - Send the application package by email to APN@urbact.eu

by 3 April 2023 at 15:00 CEST

- *Scan of the signed PDF of the application generated through SYNERGIE-CTE,*
- *All signed letters of commitment and*
- *CV in EN of project coordinator at Lead Partner*



QUESTIONS TIME

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Where to start with the application?

Main documents:

- Terms of Reference
- Guide for applicants
- Programme Manual
- **PRACTICAL GUIDE TO SYNERGIE**

To help, check the application form and budget templates

All available at:

urbact.eu/get-involved



Next URBACT webinars - Save the date and Register now!

- **9 March**, from 10:00 to 11:30 CET, **Digital transition - is your city ready for it?**
- **21 March**, from 10:00 to 11:00 CET, **Q&A session: Refine your network application!**

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Digital transition — are you ready?



REGISTER NOW

Join
[u]s! 

Online Q&A session:
Refine your network
application!

21 March 2023
10.00 - 11.00 CET



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