Driving change for better cities

Join [u]s!

The call for ITNs:

Time to submit your application - tech & troubleshooting

Online info session 7 March 2024

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Check our past online info sessions!

- **16 January**, 10:00 -11:00 CET: **The call in a nutshell and its features: Q&A**

- **23 January**, 10:00 -11:00 CET: **How to build a strong partnership for an Innovation Transfer Network**

- **6 February**, 10:00 - 11:00 CET: **Exchange and learning during the network journey**

Details: urbact.eu/get-involved

WEBINAR RECORDINGS

What we will focus on in today's webinar

1. Resources/guidance available

2. Checklist - Eligibility criteria

3. Main chapters of the ITN Application Form
> Main elements
> Tips to navigate in Synergie

4. Budget

5. Submission procedure

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1. 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

Contact: itn@urbact.eu

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2. Checklist - Eligibility Criteria

o The candidate Lead Partner **has delivered an approved UIA project**

o The candidate Lead Partner **is a candidate Lead Partner in one URBACT proposal only** under this call.

o The application package is **submitted in English,** respecting the procedure outlined in the **Terms of Reference** and **within the notified deadline.** See slide 25 for details.

o The application package is **complete including the required documents** set out in the Terms of Reference. See slide 25 for details.

o The proposal is complete in terms of information and data required in the documents (**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** according to the instructions).

o The maximum budget for Innovation Transfer Networks **(EUR 550.000 total eligible budget)** has been respected. See slides 17 to 22 for details.

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2. Checklist - Eligibility Criteria

o The proposed partnership respects the **minimum of partners from Transition and Less Developed Regions.**

o The proposed partnership respects the **maximum of partners from Partner States (Norway and Switzerland) and IPA countries.**

o The proposal fulfils the partnership requirements bringing together **between 5 and 7 candidate partners** including the Lead Partner.

o The proposed partnership does **not include more than 1 non-city partner.**

o The partnership **does not include more than one partner per member state.**

o All candidate partners are **eligible** according to the URBACT Programme rules.

See slide 7 for details.

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2. Partnership Eligibility Criteria

- **5 to 7 partners (**Lead Partner included)
- Lead Partner **only** from UIA-funded cities (2016-2023)
- Project Partner can be **CITY** or **NON-CITY**
  - If **non-city, max. 1** per network allowed
- Project Partner in **max. 2 approved networks**
- **Each** partner from a **different** country
- **Partners from all types of EU Regions:**
  - Thresholds of **Regional Balance**
    - Partnership of 7: minimum of **4** partners from Less Developed and Transition EU Regions
    - Partnerships of 5 or 6: minimum of **3** partners from Less Developed and Transition EU Regions
  - **Max. 1 from IPA** or **Switzerland** or **Norway** per network

Check the status of your EU Region:

→https://ec.europa.eu/regional_policy/sources/graph/poster2021/eu27.pdf

In case you have a doubt

→ Contact ITN@urbact.eu

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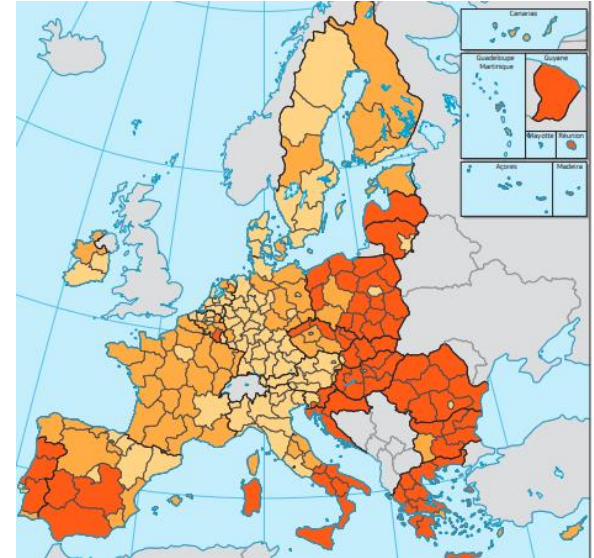
2.THE APPLICATION FORM

Main Chapters

The Application Form is composed of a "main elements parts" followed by 9 chapters:

Enter main elements

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

This document is based in the following templete : AAP Innovation Transfer Networks

- **I 1.PROJECT SYNTHESIS**
- 1. 1.1 Project identity (incl. title and duration)
- 2. 1.2 Summarised description of the issue to be addressed by the network
- 3. 1.3 Proposed Partnership
- 4. 1.4 Links to the Cohesion Policy Objectives
- 5. 1.5 Total budget
- **II 2. PRESENTATION OF PROJECT PROPOSAL**
- 1. 2.1 Thematic Content
  - 1.1 2.1.1 Description of the UIA practice & link to European urban policy context 2021-2027
  - 1.2 2.1.2 Transfer Potential of the UIA Practice
  - 1.3 2.1.3 Possible barriers & challenges for the transfer of the UIA Practice
- 2. 2.2 Shall the proposal contribute to the URBACT Specific Objectives (related to Innovation Transfer Networks)?
- 3. 2.3 How will gender equality and equal opportunities be addressed by the network?
- 4. 2.4 How will environmental sustainability be addressed by the network?
- 5. 2.5 How will digitalisation be addressed by the network?
- 6. 2.6 What is the added value of this network related to the theme proposed?
- **III 3. RATIONALE OF PROPOSED PARTNERSHIP**
- 1. 3.1 Profiles of the Partner Cities

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

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Policy Challenge

- **The identification of the policy challenge to be addressed in the network is an initial key step when preparing an application**

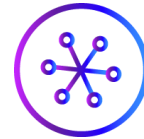- **Show the link with the EU Cohesion policy objectives**

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

Section 4 organises into 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 15-25) for outputs

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Experts

Please indicate 3 names of validated experts in the Application, only experts profiles and skills that your network needs.

The match with the experts will be done in summer.

The experts pool (list of validated experts) is available here : https://urbact.eu/expert-pool

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Budget sections…

For second part of webinar…

Coopération Territoriale Européenne

Synergie CTE 21-27

(PROD)16.4.0

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:

This document is based in the following templete : AAP Innovation Transfer Networks ℹ️

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QUESTIONS TIME

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FOCUS ON:

BUDGET

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Financial ressources for the network

Network budget:

Up to EUR 550 000

(total incl. local co-financing)

Additional resources for expertise fees:

Up to 140 days of expertise = EUR 105 000€

(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.

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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		

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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

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Staff Costs : HR recommandations

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: Costs for project management 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)

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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

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Main principles around costs management

- Costs are eligible <u>starting from 01/09/2024;</u>

- No advance possible, need for sufficient treasury, <mark>first payment not before May-June 2025 and same for 2 next rounds of reporting;</mark>

- Costs must be borne by the partner organisation;

- Preparation costs are <u>not eligible;</u>

- Reallocation over 20% is possible only through reprogramming process at mid-term;

- Principles of <u>sound financial management</u> and cost-efficiency with a priority given to options which demonstrate a <u>lower environmental cost.</u>

- 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

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Submission procedure

Two steps required to submit your application

1 - Online submission of the <u>application form</u> through the SYNERGIE-CTE system
in English **by 20 March 2024 at 15:00 CEST**

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

2 - Send the <u>application package</u> by email to ITN@urbact.eu

by 21 March 2024 at 15:00 CEST

- *Scan of the <u>signed</u> PDF of the application generated through SYNERGIE-CTE,*
- *ALL partners <u>signed</u> letters of commitment (by an elected representative) and*
- *ALL <u>signed</u> letters of intent from candidate Lead Experts*
- *CV in EN of the 3 proposed Lead Experts*
- *CV in EN of the Lead Partner's Project Coordinator*

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QUESTIONS TIME

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Don't wait last minute !!

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Next URBACT webinars - Save the date!

- **14 March 2024**,10:00-11:00 CET: **Final troubleshooting**

THANK [u] FOR YOUR ATTENTION

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MORE INFORMATION AT
[urbact.eu]