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| | **The URBACT III Programme**<br><br>**2014 - 2020** |

# PRACTICAL GUIDE TO SYNERGIE

# APPLICATION (PHASE 1)

## CALL FOR PROPOSALS

## FOR ACTION PLANNING NETWORKS

## OPEN UNTIL 16 JUNE 2015 15h00 CET

**May 2015 (Version 1)**

EUROPEAN UNION

European Regional Development Fund

# 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 (See Annex III – Eligibility criteria and Annex IV – Assessment criteria).

To assist you further, a detailed description of the application form as well as a template budget is provided with this guide, in annexes I and II. 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 following the template as a guide.

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

- *Celine Ethuin, Project & Finance Officer, c.ethuin@urbact.eu, tel: +33 (0)1 85 58 61 98*
- *Clémentine Gravier, Project & Finance Officer, c.gravier@urbact.eu, tel: +33 (0)1 85 58 62 39*

**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. You'll find below, in Annex I, the detailed outline of the application form to help you in gathering the relevant information from your partners and preparing your answers before filling the application form.**

**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**

**Step 1.** "Create an account"
**Step 2.** "Create/Select an organisation"
**Step 3.** "Create an organisation"
**Step 4.** "Create a contact"
**Step 5.** "Validate your account"

**B – CREATE YOUR PROJECT PROPOSAL**

**Step 6.** "Create a project"

**C – COMPLETE YOUR APPLICATION FORM**

**Step 7.** "Application Form: Enter main elements"

- ➔ Step 7.1 DESCRIPTION
- ➔ Step 7.2 PARTNERS
- ➔ Step 7.3 DELIVERABLES
- ➔ Step 7.4 EXPENDITURE SUBCATEGORIES
- ➔ Step 7.5 INDICATORS
- ➔ Step 7.6 WORKPLAN

**Step 8.** "Application Form: Fill in all sections"

- ➔ Details about Part VI – Budgetary Proposal.

**D – SUBMIT YOUR PROJECT PROPOSAL**

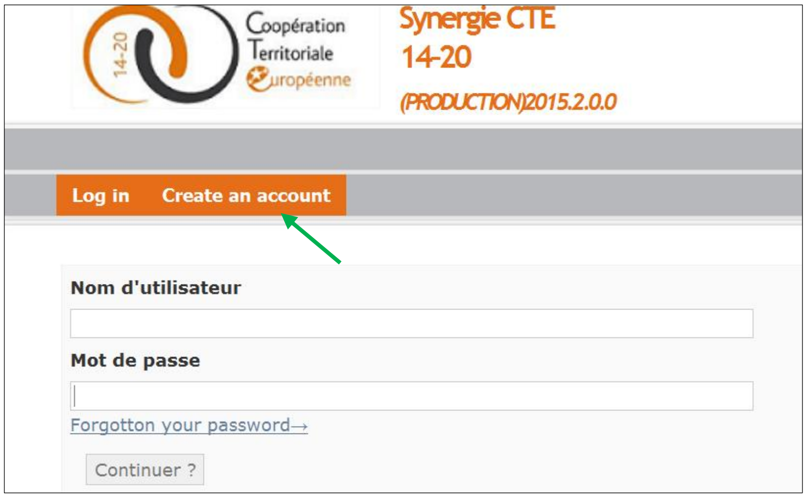
**Step 9.** "Check the global coherence"
**Step 10.** "Complete your official submission"

# A – CREATE YOUR ACCOUNT

## A – CREATE YOUR ACCOUNT

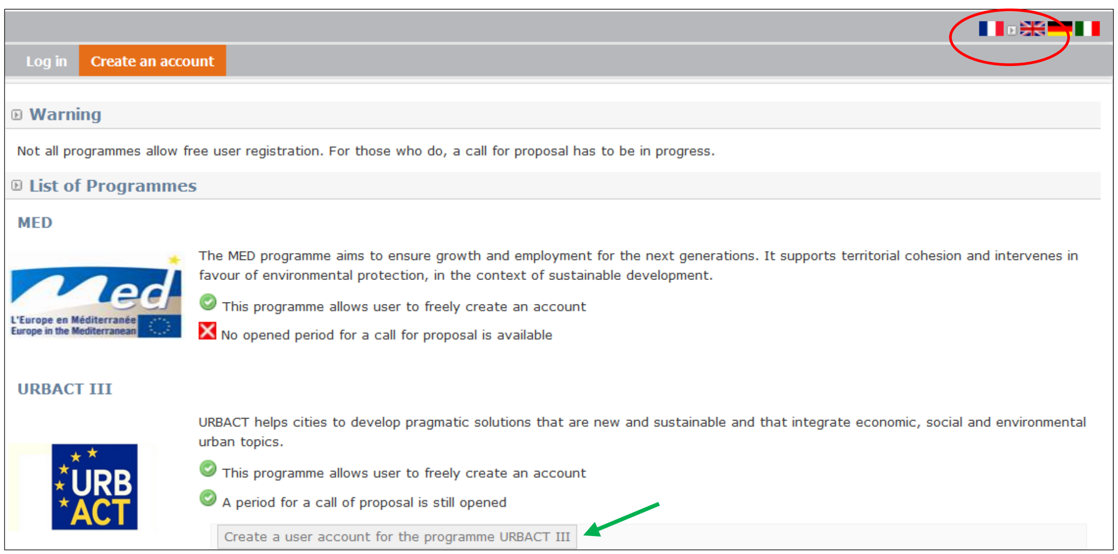
The first step to submit your project proposal through SYNERGIE-CTE consists of creating the Lead Partner account. You can do this by choosing a log-in and password, which will allow you to enter the system and work on your application at any time until the submission deadline 16 JUNE 2015, 15.00 pm CET.

➔ **Connect to the SYNERGIE-CTE website:** [https://synergie-cte.asp-public.fr/](https://synergie-cte.asp-public.fr/)



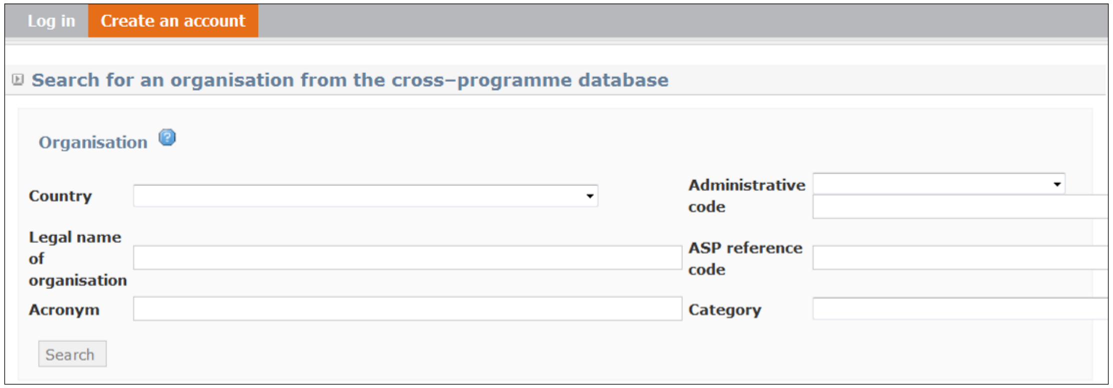

**Step 1. "Create an account"**

The home-page will appear.
→Click on create an account on the top bar.




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.




**Step 2. "Create/Select an organisation"**

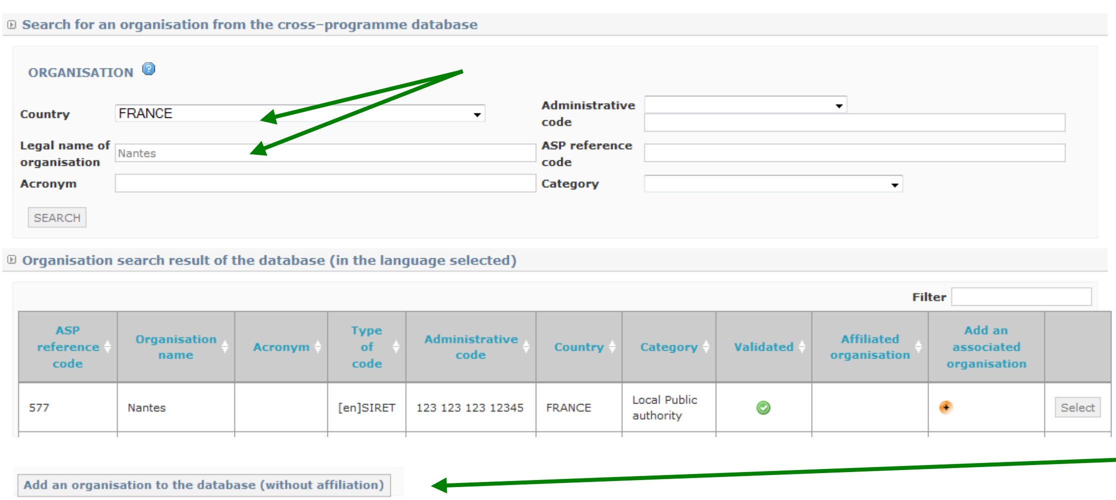
The screen appears:
*Search for an organisation from the cross–programme database*

**As a candidate Lead Partner**, you are requested to provide information on your organisation.

At this stage, there are 2 possibilities:

- Your institution <u>already exists</u> in the system, and you have to **select** it in the list available
- Your institution <u>does not exist</u> and you have to <u>**create it**</u>

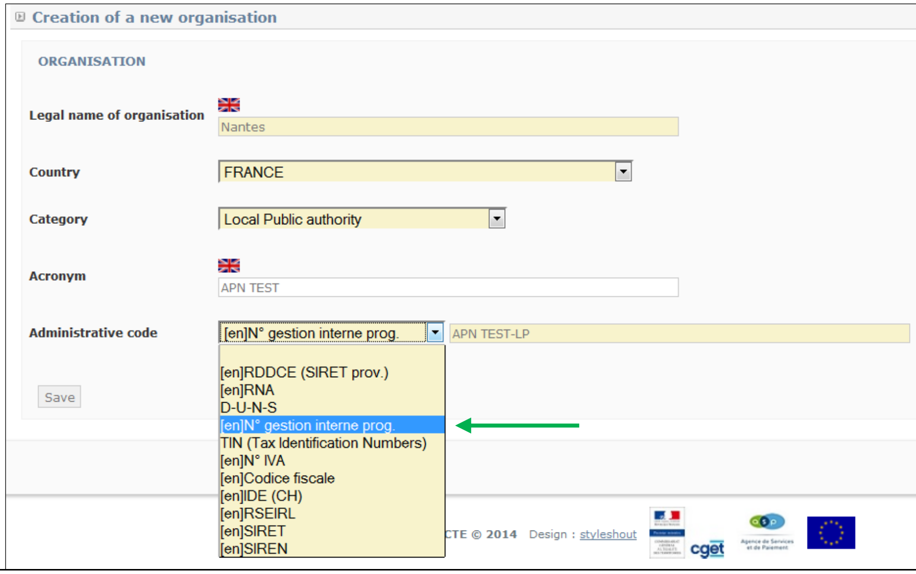
→ **In order to check if your organisation already exists, use the fields to search for** it**.**




→ Start searching for your organisation using at least two fields. *For example, "France" and "Nantes".*

→ 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"**

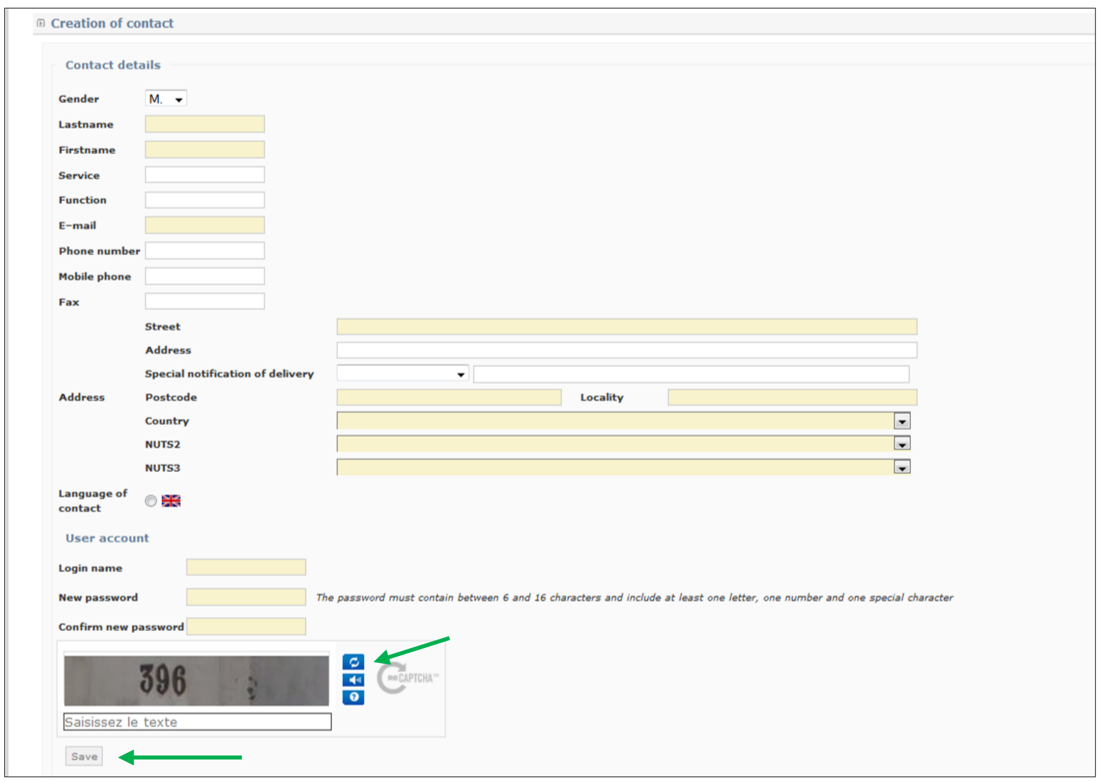
If you clicked on "*Add an organisation*", the following screen will appear.

➔ Create your organisation filling in the fields.
**<u>Fields in yellow are compulsory</u>**.

▲**Creating your organisation, please simply use the name of the City (For ex.: Nantes/Canterbury) and avoid using wording like "City of Nantes" or "Canterbury City Council".**

- **Category :** please choose <u>*« Local Public Authority »*</u>
- **Administrative Code:** please click on "*N° gestion interne prog*" and provide the code in the yellow field following this template: **[network's acronym]_[LP or PP1/PP2/PP3…]**

➔ **Press button "SAVE".**




**Step 4. "Create a contact"**

Once you have selected/created your Organisation, the following screen should appear.

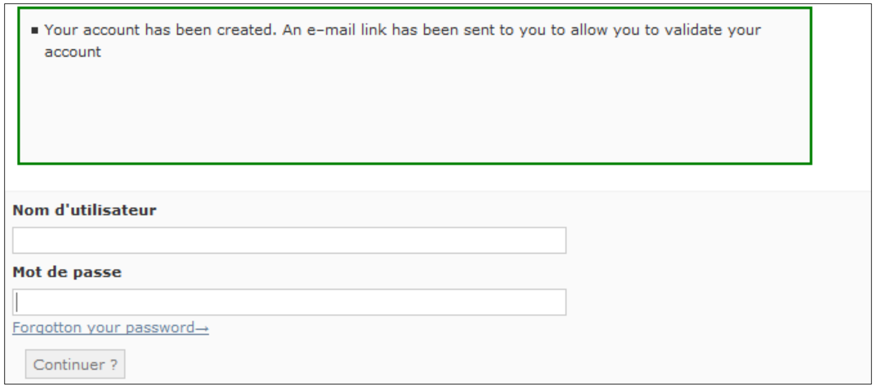
You are requested to fill in at least the compulsory fields (fields in yellow):

- Name/Firstname
- Email address
- Address
- Postcode
- City
- Country
- NUTS2/NUTS3 codification
- Create your password respecting the rules
- Fill in the captcha

▲You can find further information about NUTS (Nomenclature of Territorial Units for Statistics) codes via this link.

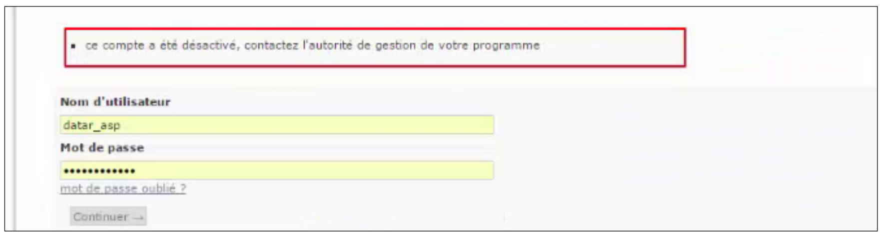
▲ For the captcha, if the picture is not clear enough, you can click on the 1st blue button to change it.

➔ **Click on the "SAVE" button in order to save your data in the system.**




➔ **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.


Go to your email box.

You will find a message sent by SYNERGIE-CTE.

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 60 minutes!**

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

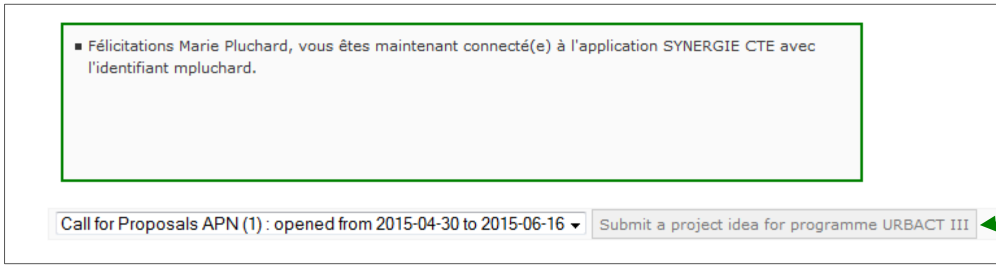
**ONCE THIS STAGE HAS BEEN COMPLETED, PLEASE NOTE THAT YOU CAN LOG IN AND OUT WHENEVER YOU WANT USING THE LOGIN AND PASSWORD YOU HAVE INTRODUCED IN SYNERGIE-CTE.**

**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/](http://synergie-cte.asp-public.fr/)

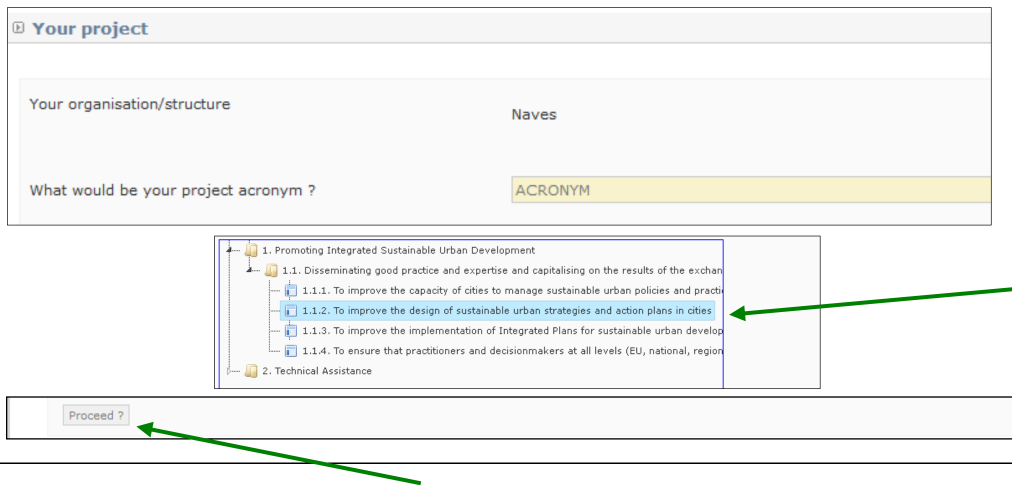



**Step 6. "Create a project"**

By clicking on the link in the email you received, this screen appears.

You are given the possibility to choose **"Call for proposals APN (1)"**.

➔ **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.

<u>**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".**</u>

➔ **To conclude the project creation, CLICK ON the button "PROCEED".**

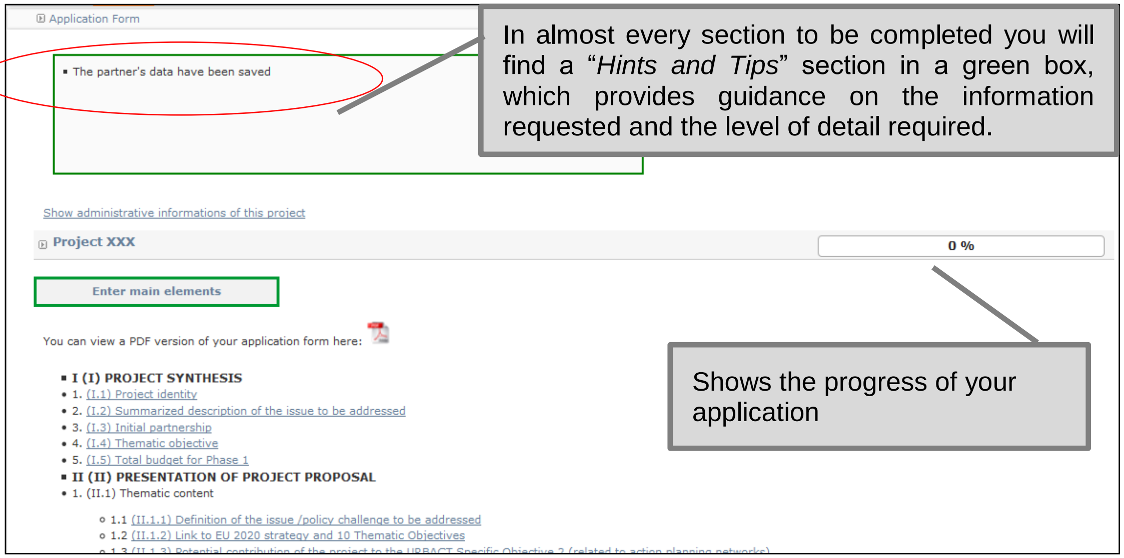
# C – COMPLETE YOUR APPLICATION FORM

## C – COMPLETE YOUR APPLICATION FORM

You can now start completing the application form.

The Phase 1 Application Form is composed of 7 main sections (a detailed plan is provided in annex I):

I. Project Synthesis
II. Presentation of Project Proposal
III. Partnership
IV. Description of project for Phase 1
V. Project Management and Leadership
VI. Budgetary proposal
VII. Signature



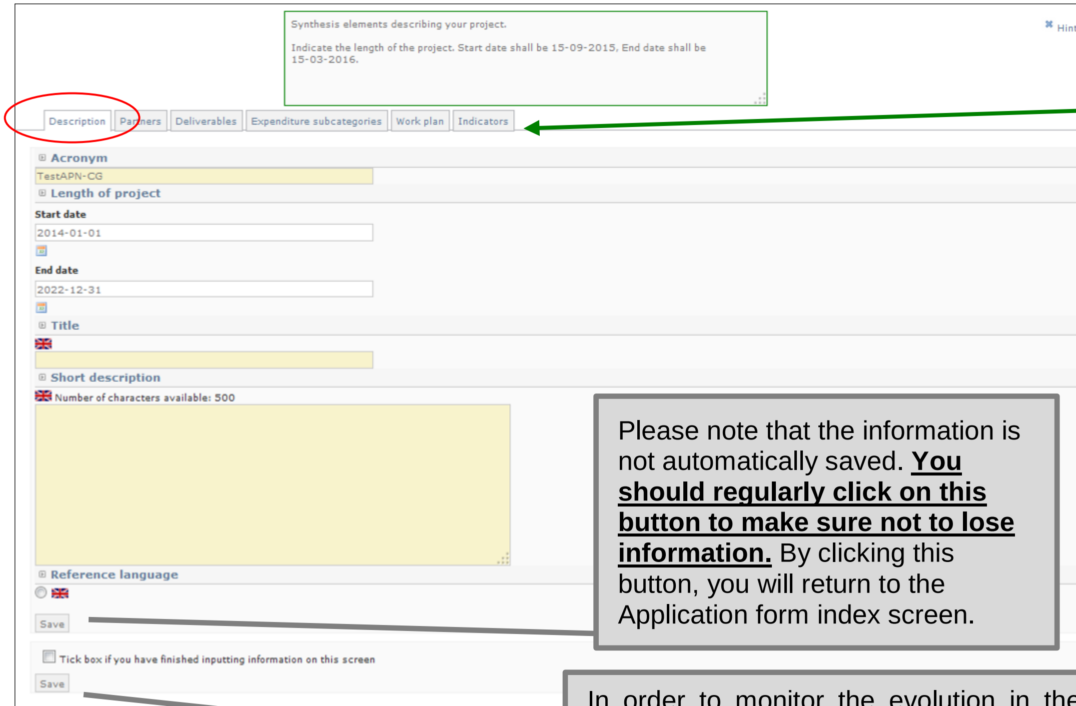

**Step 7. "Application Form : Enter main elements"**

Your Application Form index page will automatically appear.

➔ **Click on "Enter Main Elements"**

**▲ <u>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.</u>**

▲ **If you log out**, this screen will automatically appear when you log back in. <u>As long as the "Main Elements" Section is not completed, always resume the application procedure by clicking on "Enter Main Elements".</u>




Please note that the information is not automatically saved. **<u>You should regularly click on this button to make sure not to lose information.</u>** By clicking this button, you will return to the Application form index screen.

In order to monitor the evolution in the application process, tick the box above and click on the 2nd save button. When clicking it, you will automatically return to the index screen. There, you can see that the corresponding section will be ticked in green and your progress will appear in the progress bar.


If you don't save by ticking this box, the progress bar will stay at 0%
**<u>However, this button SAVE will not save the entered data!</u>**

This screen appears when clicking on "Enter Main Elements".

**<u>▲ 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 & Indicators) provide the key elements of your project and some information will automatically be used for other sections of the Application form.</u>**

## <u>Step 7.1 DESCRIPTION</u>

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: 15/09/2015
  - end date will be: 15/03/2016 (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. The response should clearly state how the project aims at meeting the main aims of the URBACT III programme. This section should not exceed 500 characters (including spaces).

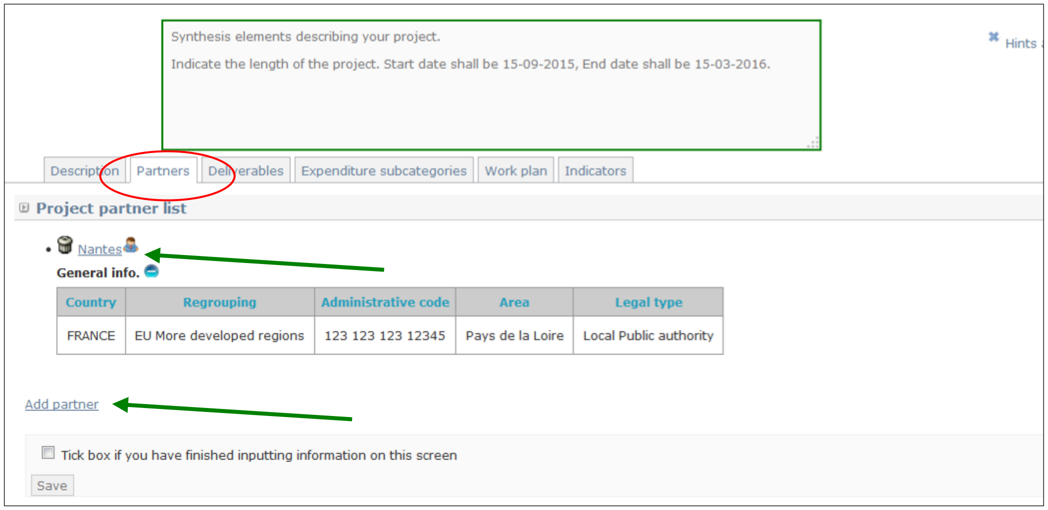
  ➔ **Press the 1st SAVE button.**

  ➔ **You will come back to the Application Form index. Click on "Enter main elements".**

  ➔ **Tick the box and click on the 2nd SAVE button, to see you progression.**

  ➔ **You will come back to the Application Form index. Click on "Enter main elements".**

  ➔ **Proceed with the tab "Partners"**




## Step 7.2 PARTNERS

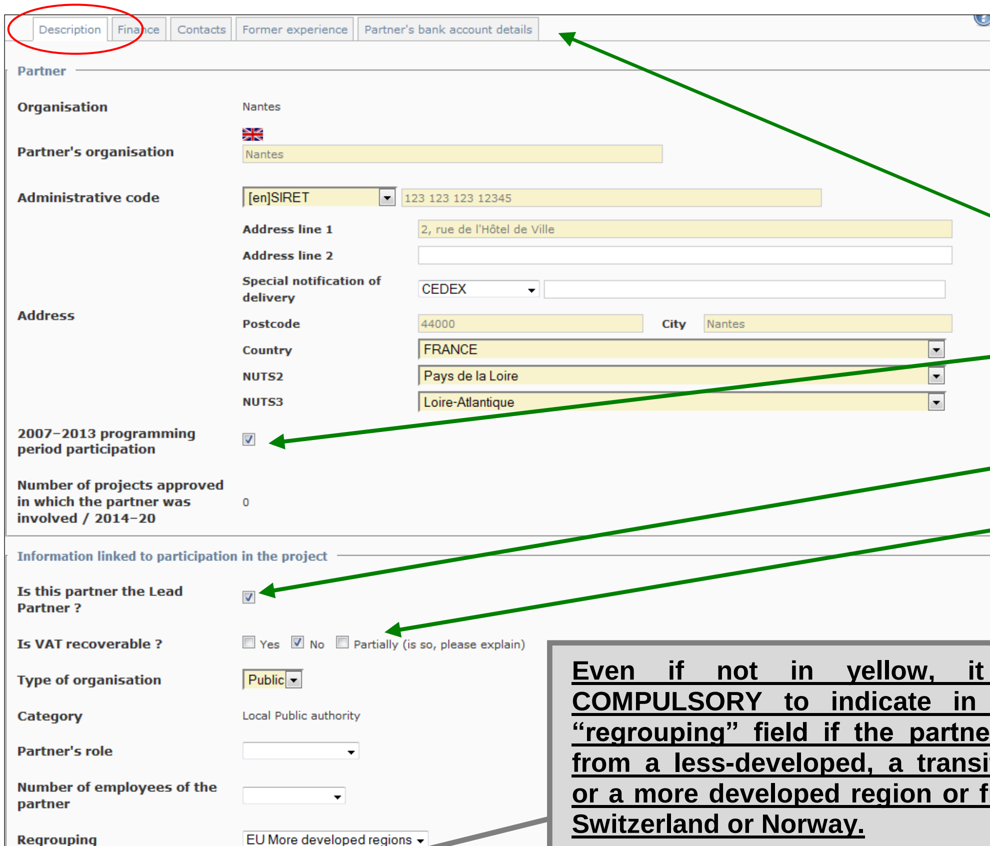
All your partners must be added in this section.

You are requested to provide information for each partner by clicking on the name of the partner.

➔ **Fill in the information starting with the Lead Partner**, clicking on the Lead Partner's name.

To add a partner **click on "Add a partner"** and repeat the same procedure used to add the Lead Partner (See above, Step 2-3). It is highly possible that your partners will not be already in the database. Make sure to input the information properly when creating a new organisation. ➔ **Fill in the horizontal menu for each partner.**

**▲ The Partnership should be built respecting a number of principles that stand as eligibility criteria. Please refer to these criteria in Annex III below, making sure your partnership respects the rules.**




**Even if not in yellow, it is COMPULSORY to indicate in the "regrouping" field if the partner is from a less-developed, a transition or a more developed region or from Switzerland or Norway.**

➔ **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.

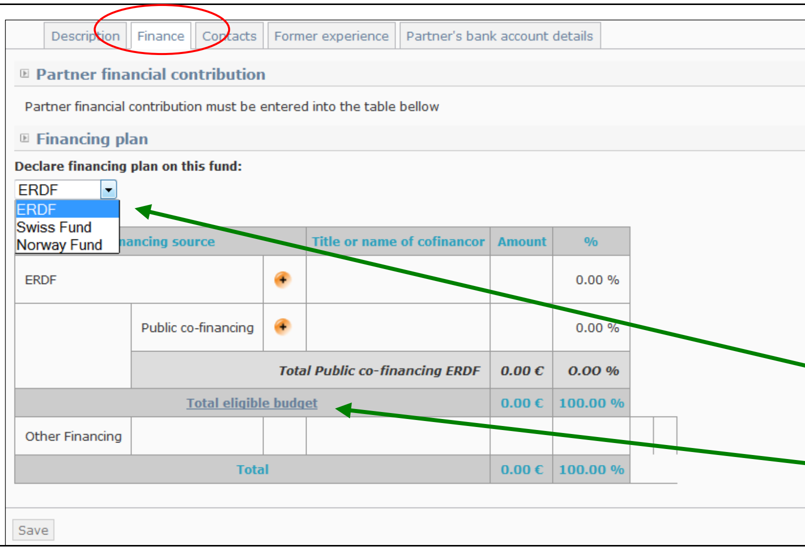
**▲ For each partner, we recommend to fill in all the information in the tabs (description, finance, contact, bank details), following the horizontal menu. All fields in yellow are compulsory.**

- **2007-2013 participation**: Indicate if the partner has been involved in an URBACT project during the previous programming period by ticking the box.
- **For the Lead partner, please tick this box.**
- **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.**

➔ **Do not forget to SAVE**



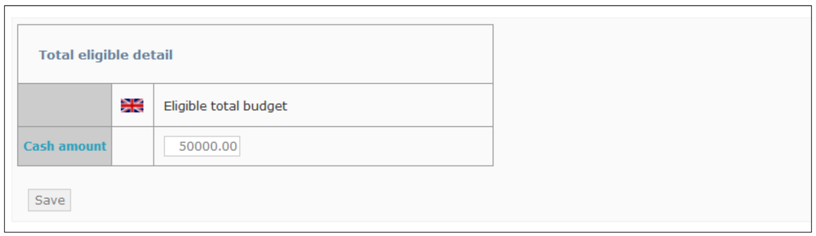

## ➔ Finance

Action Planning 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 100,000.00€.

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

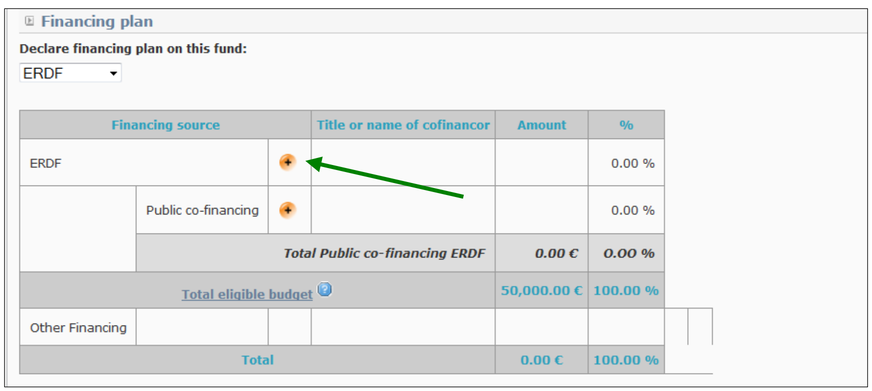
**→ In the screen, please select the fund (ERDF or Swiss/Norway funds when relevant).**

**→ Click on the link "*Total eligible budget*"**




This screen appears.

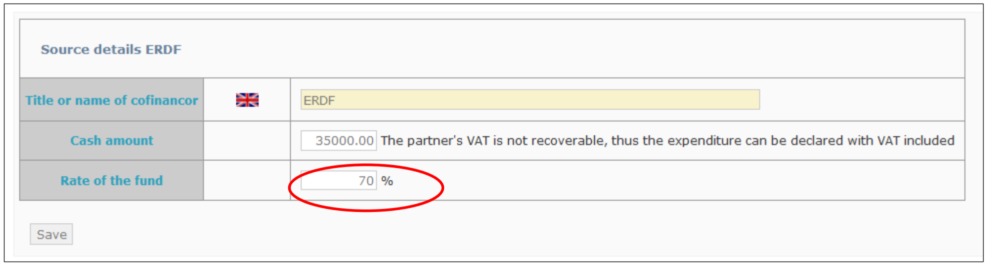
- ➔ Enter the total eligible budget for the partner (*here 50000€ as an example*)
- ➔ Click on SAVE



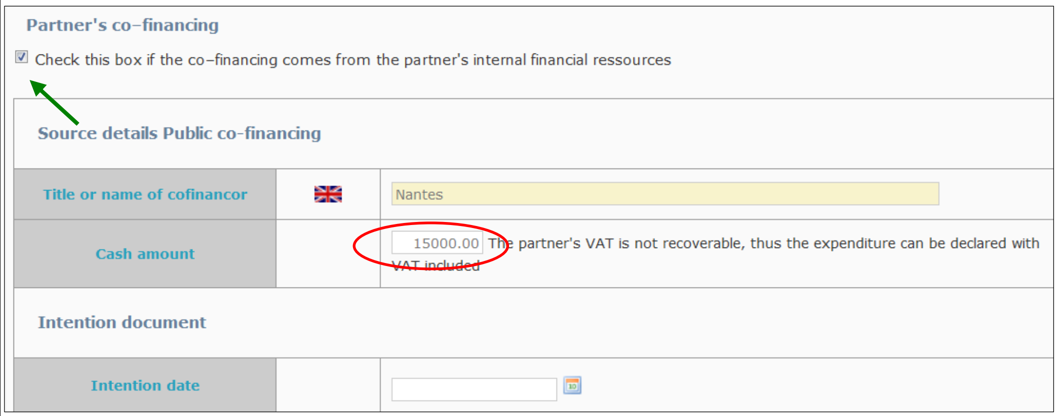

- ➔ Back on this screen, click on the "+" next to ERDF.

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 Norway shall be co-financed at up to 50% by Norwegian national funds
- Partners from Switzerland shall be co-financed at up to 50% by Swiss national funds




- ➔ Indicate the ERDF rate for the partner *(in the example, 70%)*
- ➔ The cash amount is automatically calculated (*here 35000€)*
- ➔ Click on SAVE



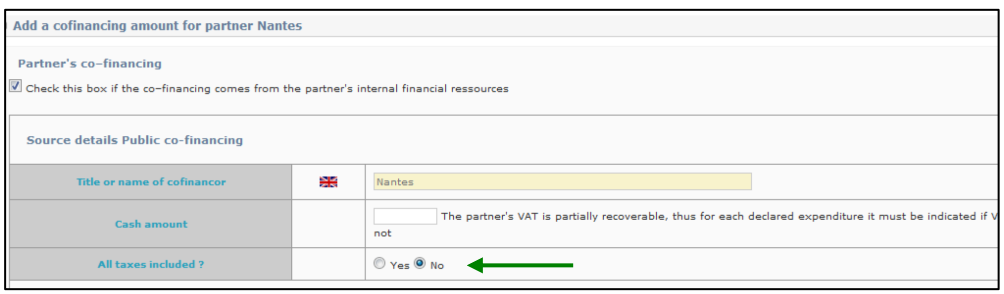

- ➔ Back to the Finance Plan screen, click on the "+" next to "Public co-financing"

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)*

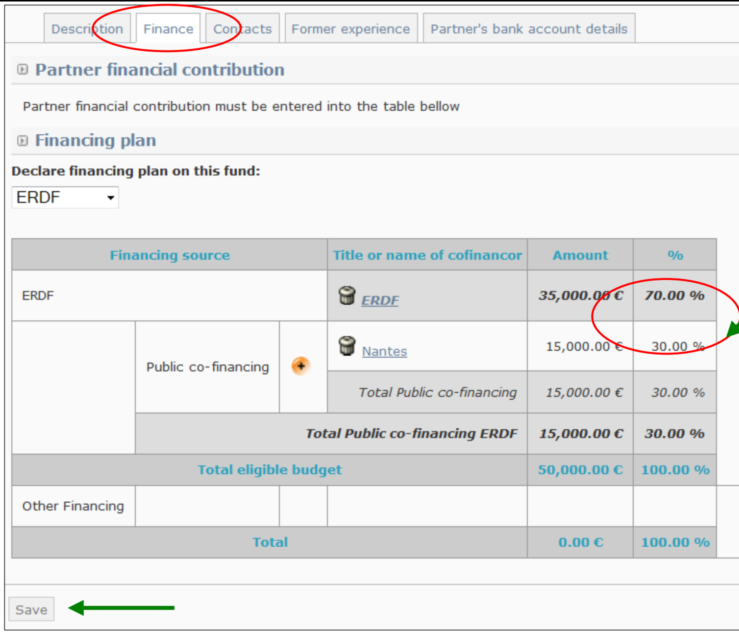
**▲ To enter amounts, please enter the amount <u>without any coma or full stop</u>: 100000€. The amount will automatically appear like this: 100,000.00€ ; If you need to enter decimals use the full stop to separate the decimals, like this: *0.52€***

- ➔ You can ignore the other fields. **Click on button 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.

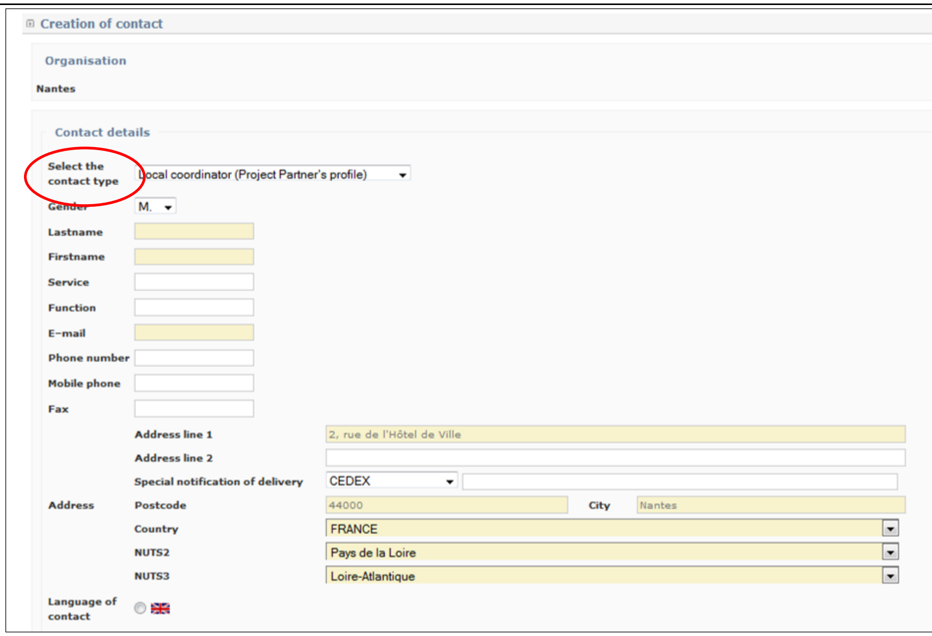
- ➔ **Please ignore the field "All taxes included?" and leave the answer "no" as it is.**




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"**




➔ **Contact**

For each partner, you can provide several contacts. In order to do so, **click on the tab "Contact"**, "*Add a new contact*" and "*Create a new contact*". Some information regarding the organisation will already be filled in but if needed can be modified.

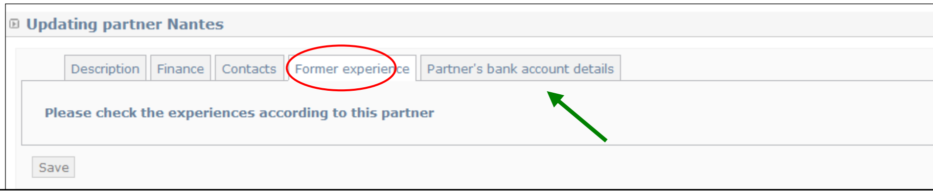
**Yellow fields are compulsory**

**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.

▲ **Please make sure to indicate <u>at least one contact</u> (coordinator) per partner.**

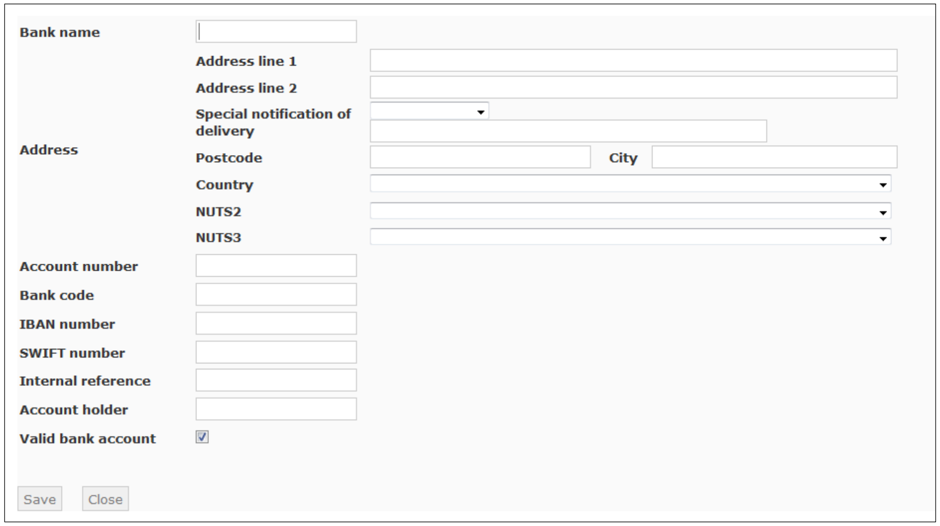
→ **Do not forget to SAVE.**




➔ **Former experience**

You do not need to fill in this section. The issues will be adressed later in the form.

➔ **Proceed to the "*Partner's bank account details*" tab.**




➔ **Partner's bank account details**

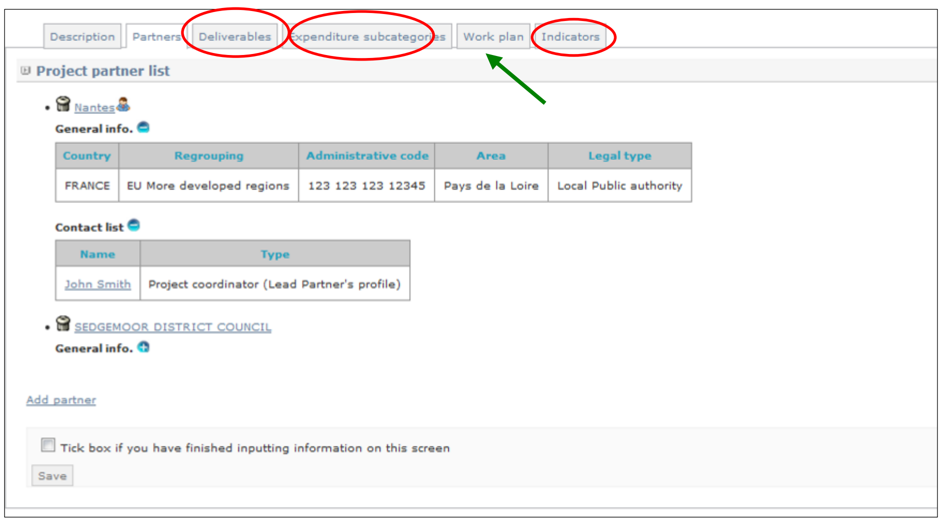
**This section is compulsory for the Lead Partner but not for the other partners.** You are free to decide if it is useful, for internal needs, to insert your partners' bank account details or not.

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.

- ➔ 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 6.2) FOR EACH PARTNER**




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

**<u>Step 7.3 DELIVERABLES (in Main Elements Menu)</u>**

Under this tab, you will be able to see the list of planned deliverables of your network. **<u>You do not need to add anything manually</u>**, as the list will be automatically filled in by the information you will provide under the tab "Workplan".

**<u>Step 7.4 EXPENDITURE SUBCATEGORIES</u>**

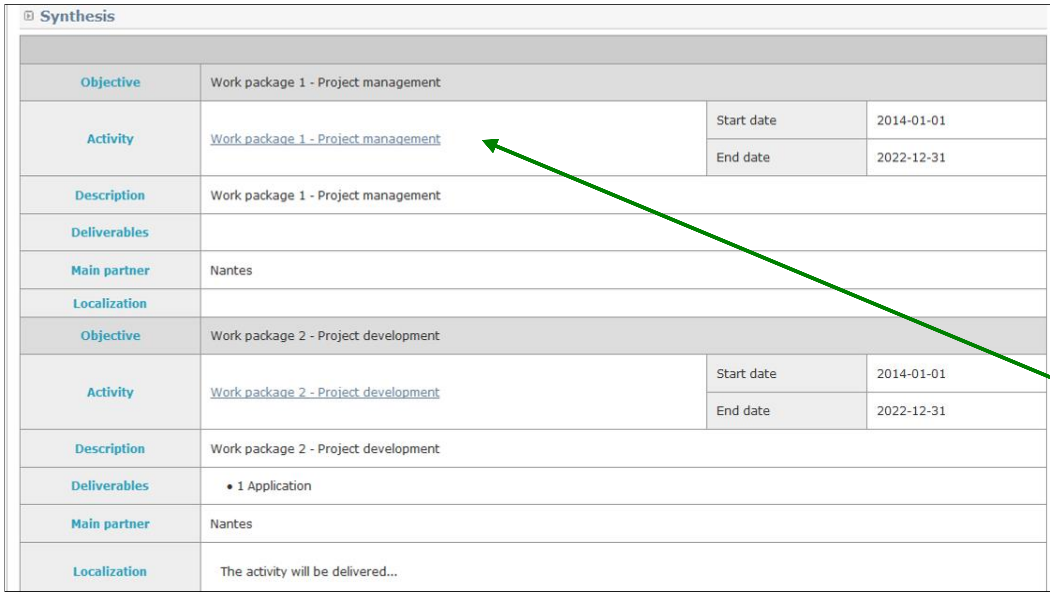
Please ignore this tab. The expenditure table will have to be filled in later in the application process, under Section VI. 3.

**<u>Step 7.5 INDICATORS</u>**

For phase 1, you do not need to complete this section.

➔ **<u>For these 3 tabs: you can either save by ticking the boxes now or come back later when your application will be filled in, as a last check.</u>**

➔ **<u>Proceed to the tab "Workplan"</u>**



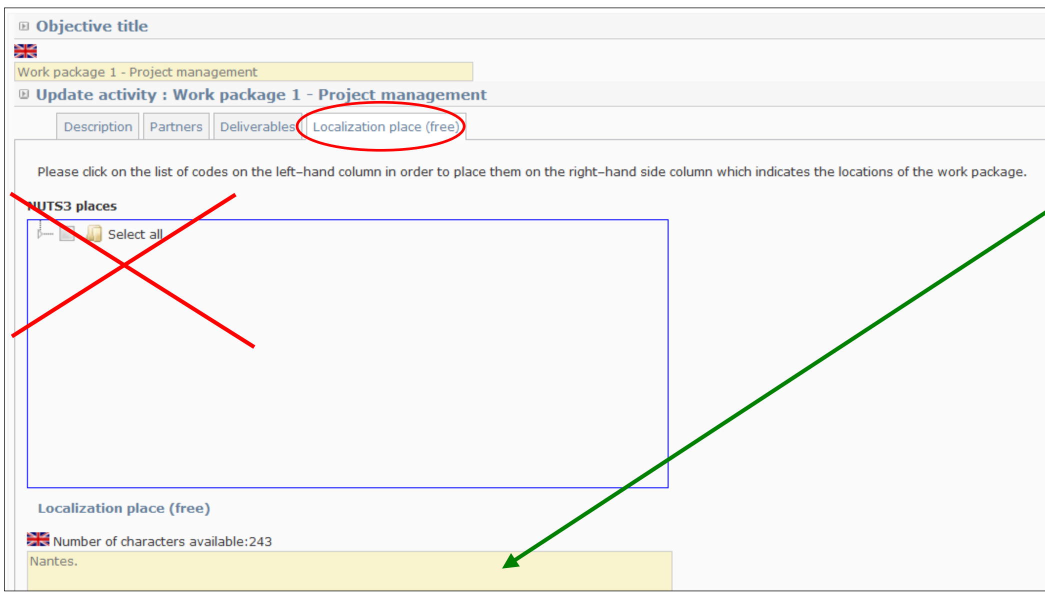

## Step 7.6 WORKPLAN

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.

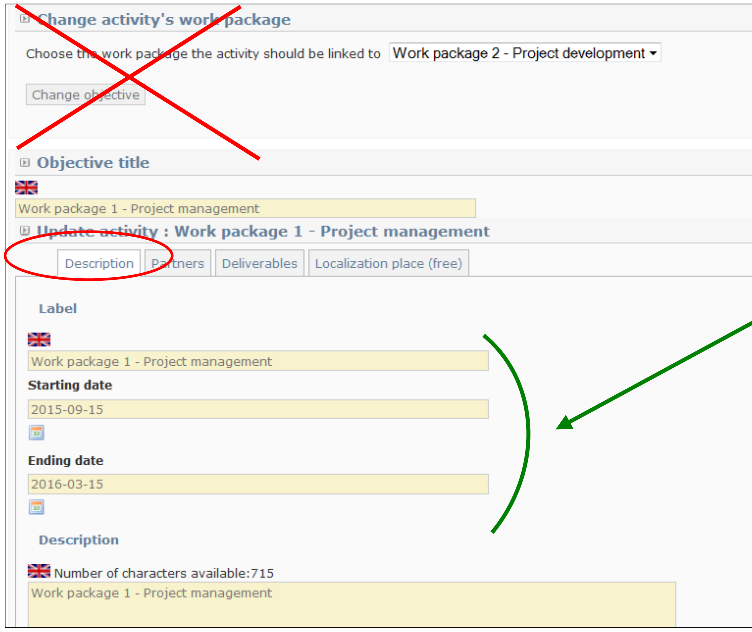
In this tab, simply indicate where the activities should mainly take place, for instance "Nantes".

**Do not take the NUTS3 into account.**

**→ Once it is done, SAVE**

**→ You will come back to the workplan, click once more on Work Package 1**

**→ Proceed with the tab "Description"(first tab in the horizontal menu).**



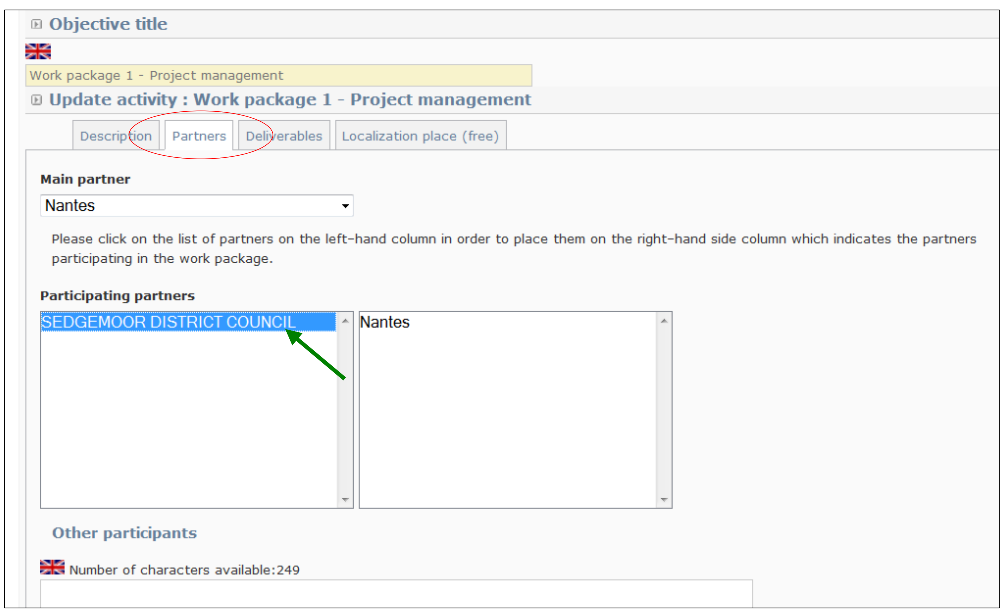

➔ **Description**

Please do not take into account the section "*change activity's work package*".

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: 15/09/2015
- end date will be: 15/03/2016 (start date +6 months)

➔ **SAVE and proceed to "Partners" tab.**




➔ **Partners**

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

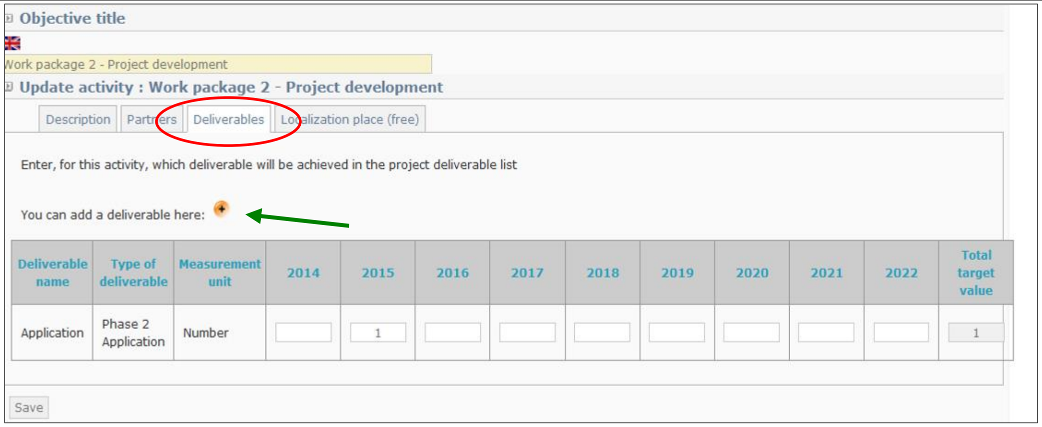
**For the Phase 1, all partners should be involved.**

➔ **Click on SAVE**

For **Work Package 1**, you do not need to change anything else: **no deliverable shall be input in Work Package 1 for Phase 1.**

➔ **Return to the Workplan and click on the link to Work Package 2 and repeat the same procedure as for Work Package 1.**

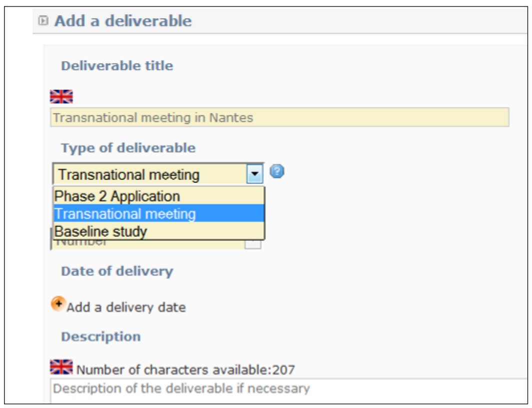
➔ **<u>For Work Package 2, proceed with the Deliverables tab.</u>**




➔ **Deliverables (In Workplan - 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.

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

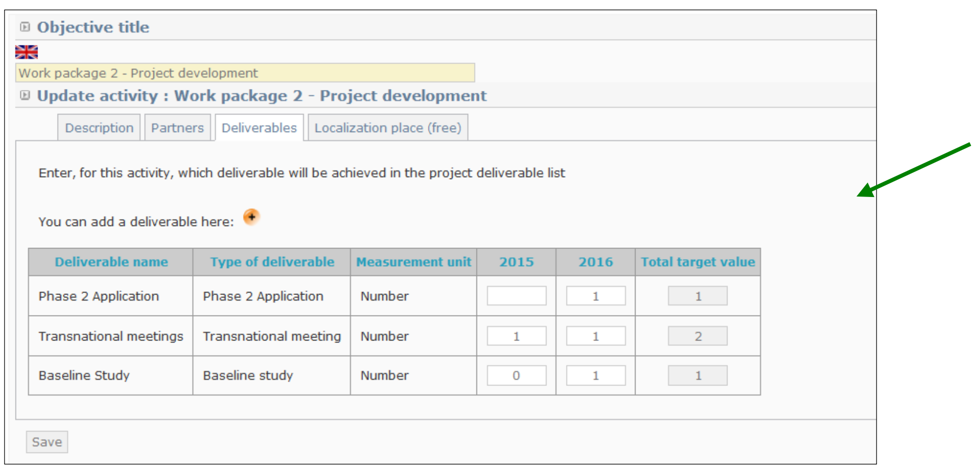
**Your deliverables should be: one Phase 2 Application, one Baseline study and two transnational meetings.**

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

Ex: "*Transnational meeting*"

It is not compulsory to provide a delivery date for the application process.

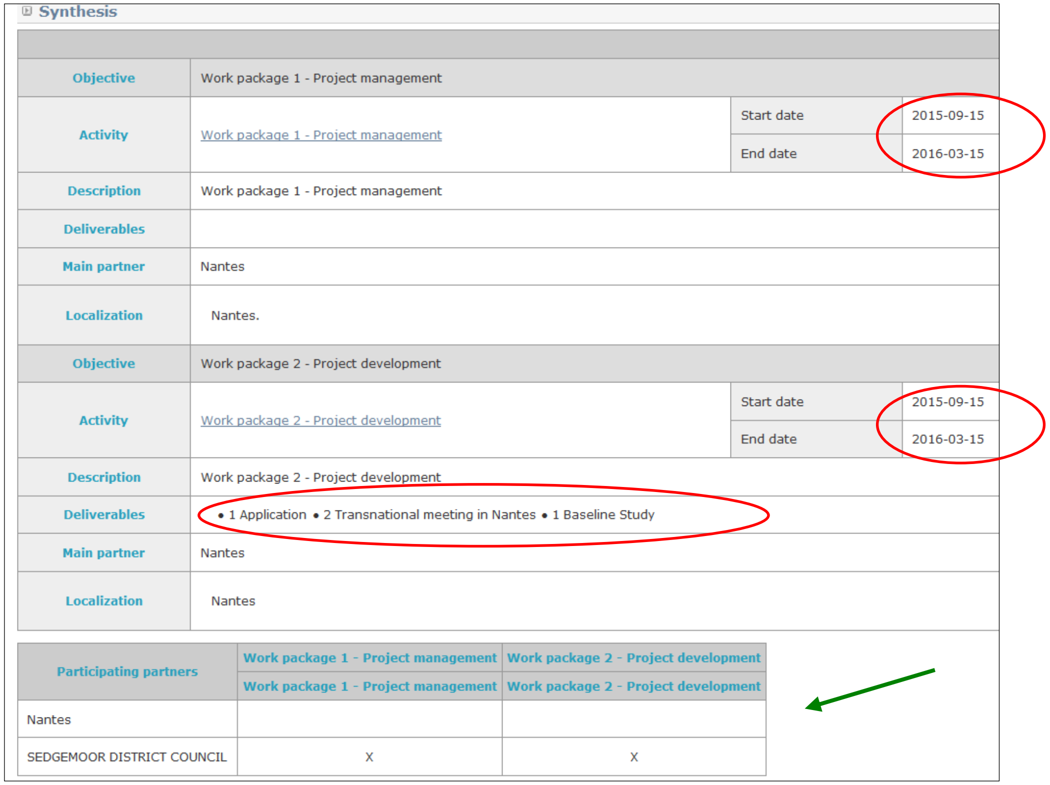
For the description, describe in very few words the deliverable. *For instance, "Transnational meetings to be held in Nantes and Sedgemoor".*




Once all the deliverables have been added, indicate the numbers in the table.

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

➔ **Click on SAVE**


Synthesis

| | | | |
|---|---|---|---|
| Objective | Work package 1 - Project management | | |
| Activity | Work package 1 - Project management | Start date | 2015-09-15 |
| | | End date | 2016-03-15 |
| Description | Work package 1 - Project management | | |
| Deliverables | | | |
| Main partner | Nantes | | |
| Localization | Nantes. | | |
| Objective | Work package 2 - Project development | | |
| Activity | Work package 2 - Project development | Start date | 2015-09-15 |
| | | End date | 2016-03-15 |
| Description | Work package 2 - Project development | | |
| Deliverables | • 1 Application • 2 Transnational meeting in Nantes • 1 Baseline Study | | |
| Main partner | Nantes | | |
| Localization | Nantes | | |

| Participating partners | Work package 1 - Project management | Work package 2 - Project development |
|---|---|---|
| | Work package 1 - Project management | Work package 2 - Project development |
| Nantes | | |
| SEDGEMOOR DISTRICT COUNCIL | X | X |

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 is correct.

Also make sure that all partners are linked to both Work Packages.
▲**<u>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.</u>**

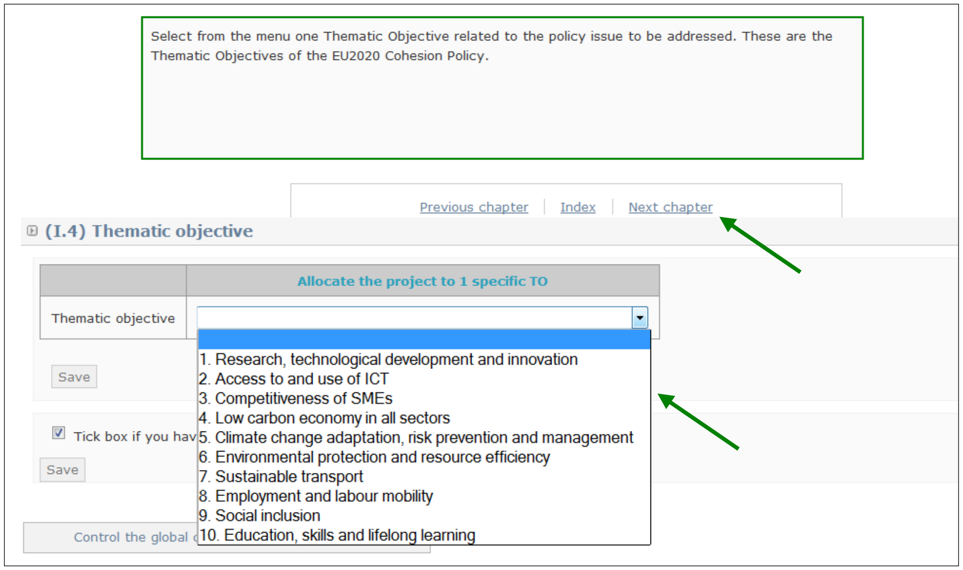
▲ **Once again, please do not add any activity/objective at the bottom of the page.**

- ➔ **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 from *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)
- All the sections of the **Part II** are free text boxes to be filled in regarding the **overall project**.
- Sections in **Part III** are free text boxes with questions regarding each partner involved in the **partnership** and **Lead Expert**.
- **Part IV** concerns the **description of the work plan for Phase 1**. Some sections will be automatically filled in with the information you provided before.
- **Part V** concerns the proposed **project management.**
- **Part VI** concerns the **budget.** You'll find additional information below to help go through this part.
- **Part VII**: 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".**

**<u>▲ 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.</u>**

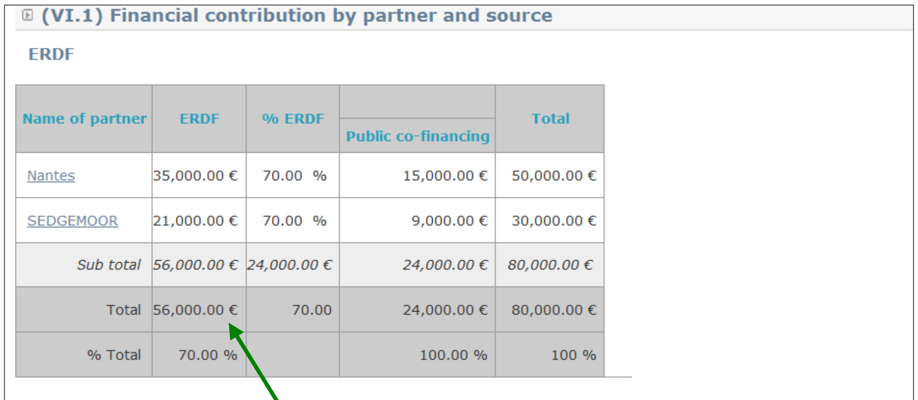
**▲ Free Text boxes in yellow have to be filled in. If they are kept empty, you might have issues to submit your application.**

**▲ Do not forget to tick the box and save in order to see your progression.**


**Details about Part VI – 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.



(VI.1) Financial contribution by partner and source

ERDF

| Name of partner | ERDF | % ERDF | Public co-financing | Total |
|---|---|---|---|---|
| Nantes | 35,000.00 € | 70.00 % | 15,000.00 € | 50,000.00 € |
| SEDGEMOOR | 21,000.00 € | 70.00 % | 9,000.00 € | 30,000.00 € |
| Sub total | 56,000.00 € | 24,000.00 € | 24,000.00 € | 80,000.00 € |
| Total | 56,000.00 € | 70.00 | 24,000.00 € | 80,000.00 € |
| % Total | 70.00 % | | 100.00 % | 100 % |

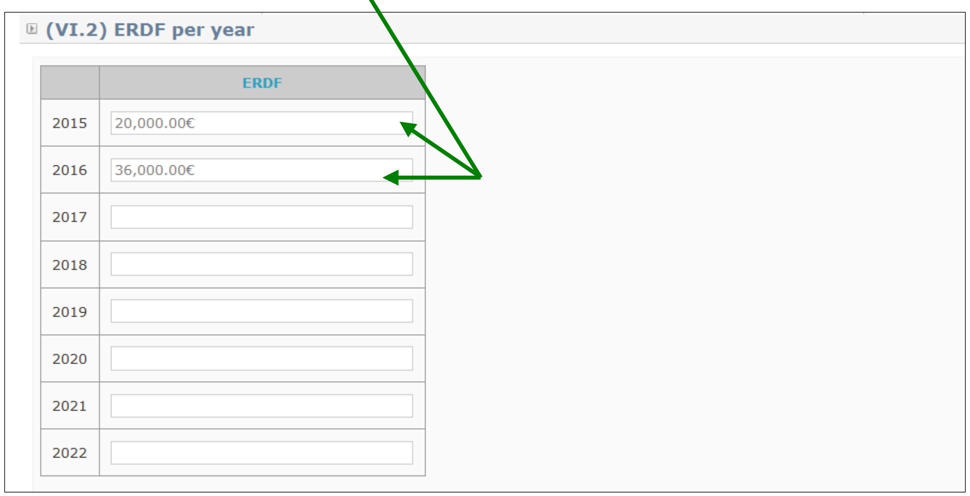
### Section VI.1 – Financial contribution by partner and source

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**



(VI.2) ERDF per year

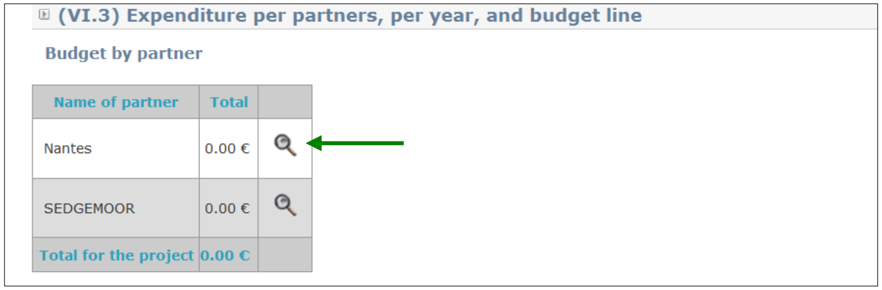
| | ERDF |
|---|---|
| 2015 | 20,000.00€ |
| 2016 | 36,000.00€ |
| 2017 | |
| 2018 | |
| 2019 | |
| 2020 | |
| 2021 | |
| 2022 | |

### Section VI.2 – ERDF per year

In this table, you need to fill in the ERDF contributions per year for the project Phase 1, i.e. 2015 and 2016.

➔ **Select a line, update the ERDF amounts respecting the number format "100,000.00€" and click on the button SAVE.**

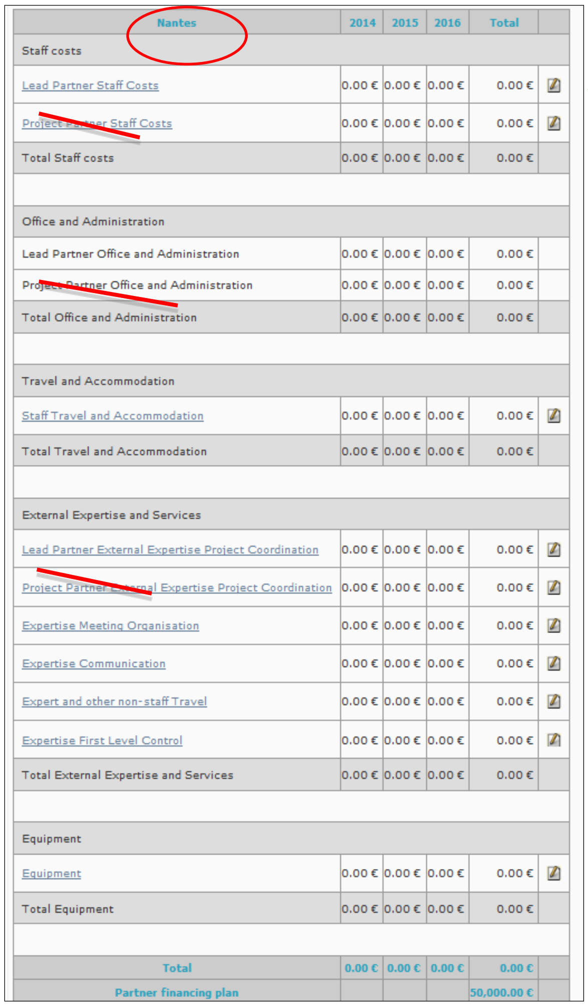
▲ **Make sure the total ERDF is consistent with information provided in sections *I.3 Partnership Financing plan* and *VI.1 Project finance* above.**



**(VI.3) Expenditure per partners, per year, and budget line**

Budget by partner

| Name of partner | Total | |
|---|---|---|
| Nantes | 0.00 € | |
| SEDGEMOOR | 0.00 € | |
| Total for the project | 0.00 € | |



| Nantes | 2014 | 2015 | 2016 | Total | |
|---|---|---|---|---|---|
| Staff costs | | | | | |
| Lead Partner Staff Costs | 0.00 € | 0.00 € | 0.00 € | 0.00 € | |
| Project Partner Staff Costs | 0.00 € | 0.00 € | 0.00 € | 0.00 € | |
| Total Staff costs | 0.00 € | 0.00 € | 0.00 € | 0.00 € | |
| | | | | | |
| Office and Administration | | | | | |
| Lead Partner Office and Administration | 0.00 € | 0.00 € | 0.00 € | 0.00 € | |
| Project Partner Office and Administration | 0.00 € | 0.00 € | 0.00 € | 0.00 € | |
| Total Office and Administration | 0.00 € | 0.00 € | 0.00 € | 0.00 € | |
| | | | | | |
| Travel and Accommodation | | | | | |
| Staff Travel and Accommodation | 0.00 € | 0.00 € | 0.00 € | 0.00 € | |
| Total Travel and Accommodation | 0.00 € | 0.00 € | 0.00 € | 0.00 € | |
| | | | | | |
| External Expertise and Services | | | | | |
| Lead Partner External Expertise Project Coordination | 0.00 € | 0.00 € | 0.00 € | 0.00 € | |
| Project Partner External Expertise Project Coordination | 0.00 € | 0.00 € | 0.00 € | 0.00 € | |
| Expertise Meeting Organisation | 0.00 € | 0.00 € | 0.00 € | 0.00 € | |
| Expertise Communication | 0.00 € | 0.00 € | 0.00 € | 0.00 € | |
| Expert and other non-staff Travel | 0.00 € | 0.00 € | 0.00 € | 0.00 € | |
| Expertise First Level Control | 0.00 € | 0.00 € | 0.00 € | 0.00 € | |
| Total External Expertise and Services | 0.00 € | 0.00 € | 0.00 € | 0.00 € | |
| | | | | | |
| Equipment | | | | | |
| Equipment | 0.00 € | 0.00 € | 0.00 € | 0.00 € | |
| Total Equipment | 0.00 € | 0.00 € | 0.00 € | 0.00 € | |
| | | | | | |
| Total | 0.00 € | 0.00 € | 0.00 € | 0.00 € | |
| Partner financing plan | | | | 50,000.00 € | |

**Section VI.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 line → **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 II of this Guide).**

- Maximum overall budget for Phase 1 should not exceed 100,000€.
- Staff Costs should normally not exceed 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 the pen.**
➔ **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** (Here Nantes as a Lead Partner).

> **▲ 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.**

(VI.4) Expenditure per year and budget category

| | 2015 | 2016 | Total |
|---|---|---|---|
| Staff costs | | | |
| Lead Partner Staff Costs | 5,000.00 € | 5,000.00 € | 10,000.00 € |
| Project Partner Staff Costs | 2,000.00 € | 2,000.00 € | 4,000.00 € |
| Total Staff costs | 7,000.00 € | 7,000.00 € | 14,000.00 € |
| | | | |
| Office and Administration | | | |
| Lead Partner Office and Administration | 300.00 € | 300.00 € | 600.00 € |
| Project Partner Office and Administration | 120.00 € | 120.00 € | 240.00 € |
| Total Office and Administration | 420.00 € | 420.00 € | 840.00 € |
| Equipment | | | |
| Equipment | 3,580.00 € | 0.00 € | 3,580.00 € |
| Total Equipment | 3,580.00 € | 0.00 € | 3,580.00 € |
| | | | |
| Total | 43,580.00 € | 36,420.00 € | 80,000.00 € |

## Section VI.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.**

(VI.5) Project cost per budget line

Expenditure Budget lines

| Expenditure budget line | Subcategories | |
|---|---|---|
| Staff costs | Lead Partner Staff Costs | 10,000.00 € |
| | Project Partner Staff Costs | 4,000.00 € |
| | Total | 14,000.00 € |
| Office and Administration | Lead Partner Office and Administration | 300.00 € |
| | Project Partner Office and Administration | 120.00 € |
| | Total | 420.00 € |
| Travel and Accommodation | Staff Travel and Accommodation | 37,420.00 € |
| | Total | 37,420.00 € |
| External Expertise and Services | Lead Partner External Expertise Project Coordination | 10,000.00 € |
| | Project Partner External Expertise Project Coordination | 0.00 € |
| | Expertise Meeting Organisation | 10,000.00 € |
| | Expertise Communication | 4,000.00 € |
| | Expert and other non-staff Travel | 0.00 € |
| | Expertise First Level Control | 580.00 € |
| | Total | 24,580.00 € |
| Equipment | Equipment | 3,580.00 € |
| | Total | 3,580.00 € |
| Global budget | | 80,000.00 € |

Edit project expenditure budget lines

## Section VI.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 IV. 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.**

▲ If you need to change something in your budget, please go back to Section VI.3 to do so. **<u>Do not click</u>** on the link "*Edit project's expenditure budget lines*".

## Section VI 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 our assessment.

- ➔ **Do not forget to save!**

▲ **You are almost done!** Last **section VII.1** 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

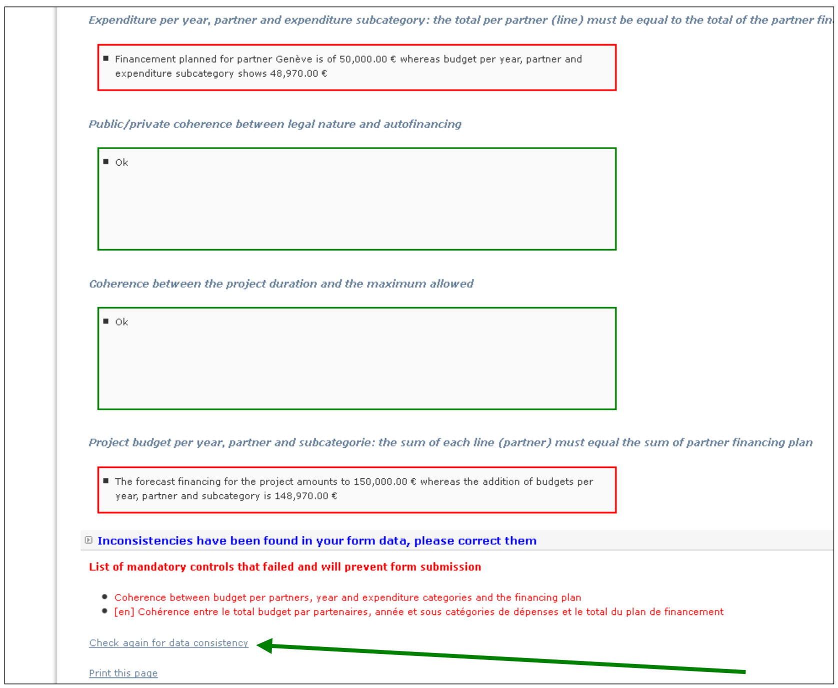
## D – SUBMIT YOUR PROJECT PROPOSAL

**▲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.


**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.



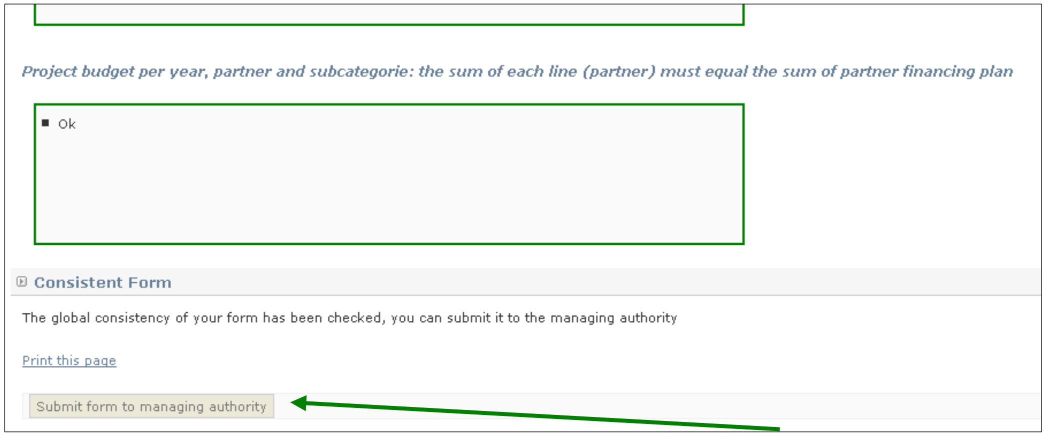

A pop-up window will be opened.

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.

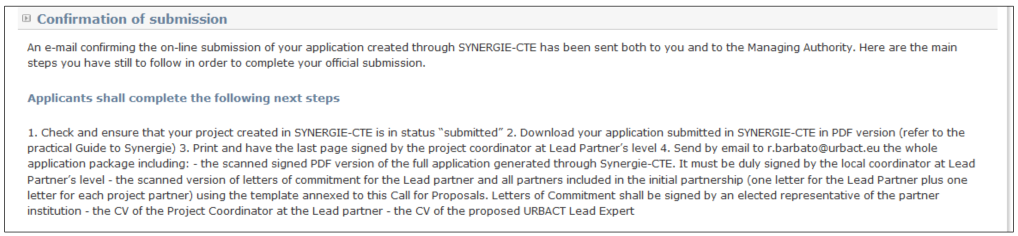
➔ Once corrected please repeat the check via the button “*Check again for data consistency*”.

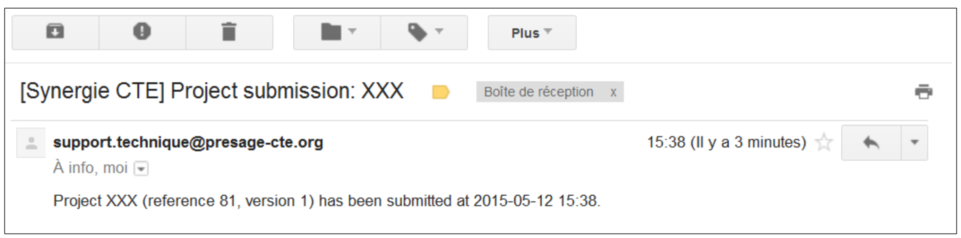



**If no inconsistencies are found, you can submit the form.**

→ 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.**



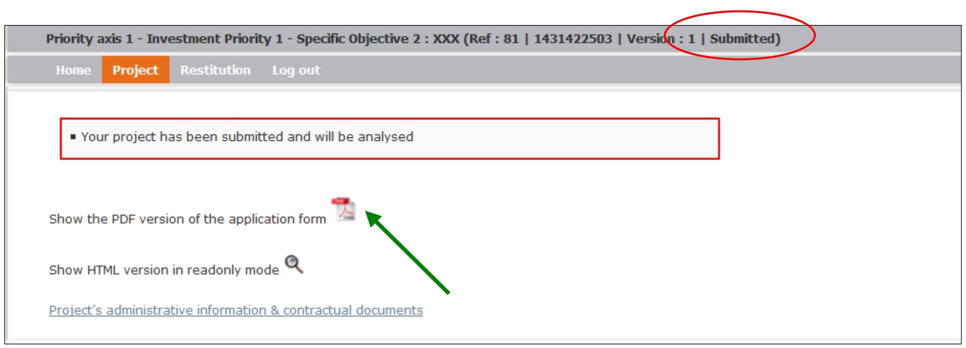




**Step 10. "Complete your official submission"**

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.

Chek 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.

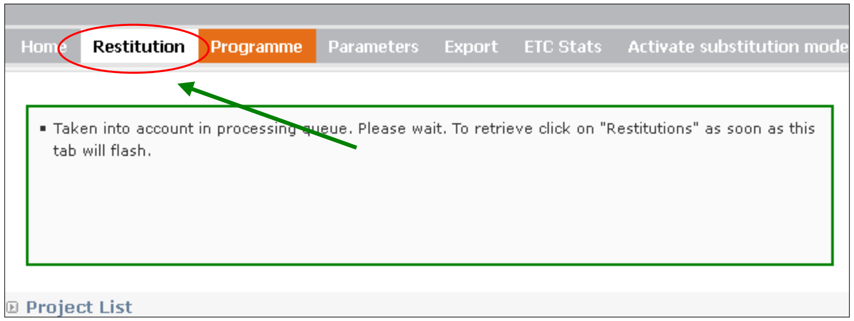



Once the Phase 1 Application created online through SYNERGIE-CTE has been submitted, check and ensure that the application form is in status "submitted".

→ When logging in, this screen will appear.

Now, you have to print the PDF version of your application form.

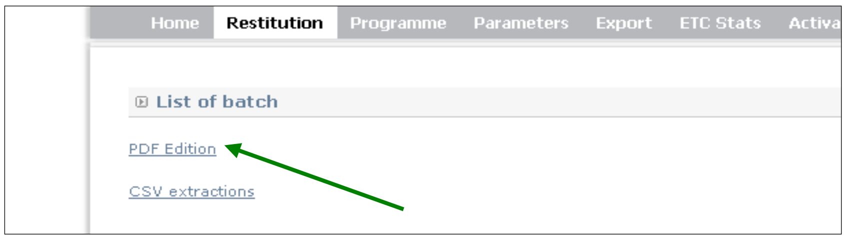
**→ To print the form, please click on the PDF icon** .

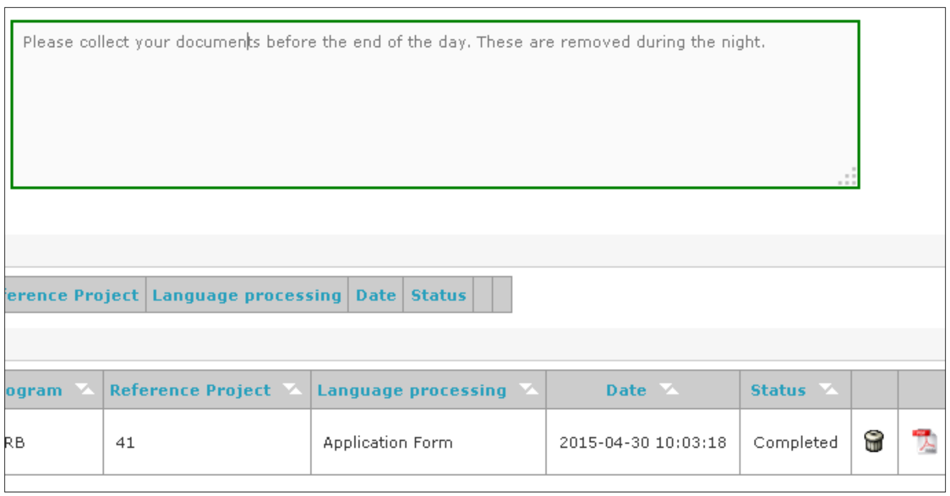



This screen will appear.

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.

V2015-2 tests métier en qualif (Ref : 41 | Version : 2 | Submitted (major)) Submitted version

**- VII - (VII) SIGNATURE**

**1. (VII.1) Signature of the Lead Partner / project coordinator**

Signature of the Lead Partner / project coordinator :

Name (capital letters) :

Position :

Date :

Official stamp

- **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 <u>duly signed, along with all documents requested in the Call, by email</u> to <u>r.barbato@urbact.eu</u>.**
- **Do not put <u>info@urbact.eu</u> in copy of your email.**

**▲ Please note that the system will be open until <u>16 June 2015 (15.00 pm CET)</u>, in order to allow candidates to print the PDF version of their Phase 1 Application.**

**▲ On 16 June 2015, the system might get overloaded and thus could be slower. <u>Avoid last minute submission to ensure that your application is submitted properly and on time.</u>**

**<u>For additional assistance or information please do not hesitate to contact:</u>**

<u>*For financial matters:*</u>
Céline Ethuin/ Clémentine Gravier
Finance Pole
URBACT Secretariat
c.ethuin@urbact.eu/ c.gravier@urbact.eu

<u>*For project content or partnership matters:*</u>
Raffaele Barbato
Pole Projects & Capitalisation
URBACT Secretariat
r.barbato@urbact.eu

## ANNEX I – FULL APPLICATION FORM OUTLINE

### I. PROJECT SYNTHESIS

#### I.1. Project Identity

*Title, Lead partner and duration*

#### I.2. Summarised description of the issue to be addressed

*Please indicate the thematic scope of your project as well as sub themes.*

*The description presented here is important as it is what will be used by the URBACT Programme for any publications or for promotion of your project. The description should be clear and concise and summarise the key focus of your network.*

#### I.3. Partnership

*Please make sure that the proposed partnership respects the eligibility criteria (minimum/maximum number, partners coming from at least 3 different countries, balance in terms of geographical origin, etc.) – refer to annex I of the application form.*

*The list of partners will automatically be filled in with the information provided through the "main elements" section.*

#### I.4. Thematic Objective

*Select from the menu one Thematic Objective related to the policy issue to be addressed. These are the Thematic Objectives of the EU2020 Cohesion Policy.*

#### I.5. Total Budget

*Total ERDF and total budget planned for Phase I is automatically filled in from the "main elements" section.*

### II. PRESENTATION OF PROJECT PROPOSAL

#### II.1 Thematic Content

**II.1.1 Definition of the issue /policy challenge to be addressed**
*Describe in detail the key urban challenge/issue to be specifically addressed by the Action Planning Network.*

**II.1.2 Link to EU 2020 strategy and 10 Thematic Objectives**
*Describe how the proposal contributes to the objectives of the EU2020 Strategy and describe the links with the main Thematic Objective selected under section 1.4*

**II.1.3 Potential contribution of the project to the URBACT Specific Objective 2 (related to action planning networks)**
*Briefly describe the proposed overall methodology for exchange and learning activities. Describe how the network's activities will improve the capacities of cities to design integrated action plans in the policy area identified (Specific Objective 2 of the URBACT III Programme)*

**II.1.4 Added value compared to past URBACT projects on similar / close issues**
*Indicate if the proposal is a follow-up of a previous URBACT networks. Describe how the network will take into account the key findings and main conclusions of previous URBACT networks on similar/close issues.*

#### II.2 Proposed approach for the different work packages for Phase 2

#### II.2.1 Description of Work Package 1- Project management

*Describe the main management arrangements to ensure a sound management of the network (human resources allocated, division of tasks, internal procedures, etc.)*

#### II.2.2 Description of Work Package 2 - Transnational exchange

*Describe the proposed methodology for the exchange and learning activities at transnational level (thematic approach, proposed activities, articulation of the activities, learning methods and tools proposed, expected outputs, target audience, etc.). Highlight the innovative aspects of the methodology proposed.*

#### II.2.3 Description of Work Package 3 - Local policies and local governance

*Describe the methodology proposed for the local activities with key stakeholders involved in the URBACT Local Groups (key stakeholders identified, articulation with transnational activities, resources for the animation of the local group, co-design methods proposed, etc.)*

#### II.2.4 Description of Work Package 4 – Communication

*Describe the main principles of the communication strategy for the Action Planning Network (target audience, key outputs, communication tools, etc.).*

#### II.2.5 Logical frame (articulation between the different work packages)

*Describe how the activities in the different work packages will be sequenced and logically interlinked. Highlight in particular the articulation between WP2 and WP3.*

## III PARTNERSHIP

### III.1 <u>Profiles of initial partners in relation with policy challenge to be addressed</u>

#### III.1.1 What are the local problems/challenges faced by the partner in relation to the selected topic/policy issue?

*For each partner included in the initial partnership provide information on local challenges in relation to the policy issue identified*

#### III.1.2 What are the policies, strategies and actions already developed (and implemented) by the partner in relation to the identified problems/challenges?

*For each partner included in the initial partnership provide information on strategies and actions already implemented to tackle the policy challenge*

#### III.1.3 What is the experience of the partner in terms of working through transnational exchange in relation to the selected topic?

*For each partner included in the initial partnership provide information on the potential contribution to the network*

#### III.1.4 What is the potential contribution of the partner city to the network activities of exchange and learning (in terms of experience and knowledge)?

*For each partner included in the initial partnership provide information on the contribution to the network activities of exchange and learning*

#### III.1.5 What could be the scope of the Integrated Action Plan to be produced by the partner in the framework of the Action Planning Network?

*For each partner included in the initial partnership provide information on the scope of the Integrated Action Plan to be produced*

#### III.1.6 Who are the key local stakeholders to be involved in the URBACT Local Group?

*For each partner included in the initial partnership provide information on the key stakeholders to be involved at local level*

**III.1.7 What are the expected results for the partner, beyond the production of the Integrated Action Plan (in terms of learning, capacity building, networking, etc.)?**
*For each partner included in the initial partnership provide information on the results expected beyond the Integrated Action Plan (in terms of learning, capacity building, networking, etc.)*

### III.2 Rationale for initial partnership
*Provide a cross-cutting description of the local challenges faced by partner cities, highlights differences, gaps and complementarities in terms of knowledge and experiences. Describe the contribution of partners to the overall methodology proposed.*

### III.3 Proposed Lead Expert for Phase 1
*Identify the proposed Lead Expert for Phase 1. Only experts included in the pool of URBACT Experts can be proposed.*
*Explain relevance for the project proposal.*

## IV DESCRIPTION OF PROJECT FOR PHASE 1

### IV.1 Description of Work package 1 - Project management

**IV.1.1 Proposed actions under Work Package 1 for Phase 1**
*Refer to the Guide to Action Planning Networks for detailed information on compulsory activities under Work Package 1*

### IV.2 Description of Work package 2 - Project development

**IV.2.1 Actions proposed under Work Package 2 for Phase 1**
*Refer to the Guide to Action Planning Networks for detailed information on compulsory activities under Work Package 2*

**IV.2.2 Proposed approach for the enlargement of the partnership during Phase 1**
*Describe how, during phase 1, the network will enlarge the initial partnership (profile of additional partners, criteria for selection, methods for proactive search, etc.)*

**IV.2.3 Methodological approach for the baseline study to be completed during Phase 1**
*Describe how you will structure the process for the production of the Baseline study. Detailed information is provided in the Guide for Action Planning Networks.*

**IV.2.4 Expected deliverables for Phase 1**
Refer to the Guide to Action Planning Networks for detailed information on compulsory activities under Work Package 2.
This section is automatically filled in based on the deliverables listed in the section IV.3 Work plan.

### IV.3 Work plan for Phase 1
*It should be consistent with all activities and deliverables listed for WP 1 (section IV.1.2) and WP 2 (section IV.2.4)*

## V PROJECT MANAGEMENT AND LEADERSHIP

### V.1 Lead Partner's experience (highlights of city's experience)
*Describe the experience of the Lead Partner institution in relation to the management of other transnational exchange and learning projects.*

### V.2 Experience of proposed project coordinator

*Describe the skills and experiences of the proposed project coordinator. Describe his/her position in the Lead Partner institution and highlight the capacities to involve/inform colleagues from other departments*

### V.3 Proposed organisation for project management Phase 2

*Describe the proposed organisation for the project management in Phase 2.*

## VI BUDGETARY PROPOSAL

### VI.1 Financial contribution by partner and source

*Automatically filled in based on the information provided in previous section I.3 (section on finance).*

### VI.2 ERDF per year

*Update financing plan: select a line, update the ERDF amounts and click on the button SAVE.*
*Make sure it is consistent with information provided in sections I.3 Partnership Financing plan and VI.1 Project finance above*

### VI.3 Expenditure per partners, per year, and budget line

*Select the LP/PP. Once selected, go to a budget line and click on the icon with paper and pencil.*
*Indicate the amounts per year and click on the button "OK" to save the modifications. Do it again for each budget line.*

### VI.4 Expenditure per year and budget category

*Automatically filled in based on information from section VI.3 above (in cumulative)*

### VI.5 Project cost per budget line

*Automatically filled in based on information from section VI.3 above (in cumulative)*

### VI.6 Project cost per budget category – Justification/Explanation

*Provide explanation on the costs forecast and link to the project activities or any information on the rationale for allocating the costs to the budget of the network.*

## VII SIGNATURE

### VII.1 Signature of the Lead Partner / project coordinator

*The form must be signed by the Lead Partner / project coordinator at Lead Partner level*

**ANNEX II – TEMPLATE BUDGET (FIXED CATEGORIES)**

| Expenditure budget line | Subcategories | |
|---|---|---|
| **Staff costs** | Lead Partner Staff Costs | 0.00 € |
| | Project Partner Staff Costs | 0.00 € |
| **Total** | | 0.00 € |
| **Office and Administration** | Lead Partner Office and Administration | 0.00 € |
| | Project Partner Office and Administration | 0.00 € |
| **Total** | | 0.00 € |
| **Travel and Accommodation** | Staff Travel and Accommodation | 0.00 € |
| **Total** | | 0.00 € |
| **External Expertise and Services** | Lead Partner External Expertise Project Coordination | 0.00 € |
| | Project Partner External Expertise Project Coordination | 0.00 € |
| | Expertise Meeting Organisation | 0.00 € |
| | Expertise Communication | 0.00 € |
| | Expert and other non-staff Travel | 0.00 € |
| | Expertise First Level Control | 0.00 € |
| **Total** | | 0.00 € |
| **Equipment** | Equipment | 0.00 € |
| **Total** | | 0.00 € |
| **Global budget** | | 0.00 € |
| **Total eligible budget for all partners** | | 0.00 € |

**ANNEX III – ELIGIBILITY CRITERIA FOR PHASE 1 ACTION PLANNING NETWORKS**

The phase 1 proposals submitted to the URBACT Secretariat within the deadline and respecting the procedure outlined in the call will be checked for compliance with the eligibility criteria listed below:

Phase 1 - Eligibility Criteria

- The proposal is submitted in English and respects the procedure outlined in the call for proposals and within the deadline set in the call.
- The proposal 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 (all sections in the Phase 1 Application and letters of commitment have been properly filled in according to the instructions)
- All the documents required are signed, dated and stamped by the candidate partners
- The proposal fulfils the requirements for Phase 1 partnership bringing together a minimum of 4 and a maximum of 6 cities (as defined in section 2.2) from at least 3 Member/ Partner States, which have designated one of the cities as candidate lead partner
- The proposed partnership respects the balance between partners from More Developed, Transition and Less Developed regions and includes a minimum of 2 cities from Less Developed regions.
- The candidate Lead partner is candidate Lead partner in one URBACT proposal only.
- All the partners are eligible according to the programme rules.
- The maximum budget for Phase 1 applications (100k total eligible cost) has been respected.

## ANNEX IV – ASSESSMENT CRITERIA FOR PHASE 1 ACTION PLANNING NETWORKS

| | |
|---|---|
| **Criterion 1: Relevance of the topic/theme/policy issue addressed** | **(20/100)** |
| For this criterion, assessors will more especially consider the following dimensions:<br>1.1 The proposal contributes to the objectives of the EU2020 strategy and it is in line with one or more of the Thematic Objectives for EU Cohesion Policy 2014-2020<br>1.2 The thematic approach proposed clearly identifies key urban challenges/issues to be specifically addressed by the network<br>1.3 The Phase 1 application proposes an integrated response to the challenge<br>1.4 The proposal documents and demonstrates added value of the proposal compared to previous URBACT networks on related issues. The relationship to existing or previous non URBACT networks is made evident (e.g. Interreg, NGOs. Etc) | |
| **Criterion 2: Coherence of the general approach proposed** | **(20/100)** |
| For this criterion, assessors will more especially consider the following dimensions:<br>2.1. The proposed methodology and activities will improve the capacities of cities to design sustainable urban strategies and action plans (Specific Objective 2 for Action Planning Networks in the Operational Programme 2014-2020).<br>2.2. The proposal has a clear focus on exchange of experiences and it builds on partners' experience and knowledge<br>2.3. The proposed methodology is realistic and coherent (the activities are logically sequenced and linked interlinked)<br>2.4. The proposal shows a clear understanding of what is expected in terms of activities and outputs from Action Planning Networks for Phase 2, especially in relation to the organisation of proposed Transnational exchange and learning activities (Work Package 2) and the proposed Impact on local governance and urban policies ( Work Package 3) | |
| **Criterion 3: Quality of the proposal for Phase 1** | **(15/100)** |
| For this criterion, assessors will more especially consider the following dimensions:<br>3.1 The work plan for Phase 1 is clearly presented with description of the planned activities and expected outputs<br>3.2 The activities are logically interlinked and in line with the objectives for Phase 1 (enlargement of the partnership, production of the Baseline study, elaboration of the Phase 2 Application)<br>3.3 The methodology for enlarging the partnership is clearly set out (e.g. call for expression of interest, screening questionnaire, selection process)<br>3.4 The Methodology for the production of the Baseline study including its components of State of the Art, partner profiles and synthesis are clearly set out. | |
| **Criterion 4: Quality of initial partnership** | **(20/100)** |
| For this criterion, assessors will more especially consider the following dimensions:<br>4.1 The urban challenges and types of possible policy response to be addressed by the networks are relevant for each of the cities proposed in the initial partnership<br>4.2 The proposed partnership for Phase 1 covers a range of EU settings. In cases where the geographical coverage is limited, this is clearly justified in Phase 1 application.<br>4.3 The experience of cities involved in the initial partnership is relevant to address the challenges identified in the Phase 1 application and the cities are able to take steps to address these challenges (e.g. having appropriate competence, resources, political support and motivation)<br>4.4 Each partner sets out in detail their local situation, their needs and their expected results at local level and these are logically connected<br>4.5 Each local partner has identified an appropriately skilled and experienced local coordinator.<br>4.6 The designated URBACT expert(s) has relevant experience in supporting transnational exchange and learning activities and relevant expertise in relation with the issues to be addressed by the network | |
| **Criterion 5: Quality of leadership** | **(20/100)** |
| For this criterion, assessors will more especially consider the following dimensions:<br>5.1 The Lead Partner demonstrates competency in managing EU co-financed projects or can ensure adequate measures for management support<br>5.2 The named person to act for the Lead Partner (project coordinator) has experience (from attached CV) of this type of work<br>5.3 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 | |
| **Criterion 6: Budget and finances for Phase 1** | **(5/100)** |
| For this criterion, assessors will more especially consider the following dimensions:<br>6.1. The project budget is proportionate to the proposed work plan and the main outputs and results proposed.<br>6.2. The total partner budgets reflect real partner' involvement (are balanced and realistic).<br>6.3. The project budget is justified, clear and realistic. | |