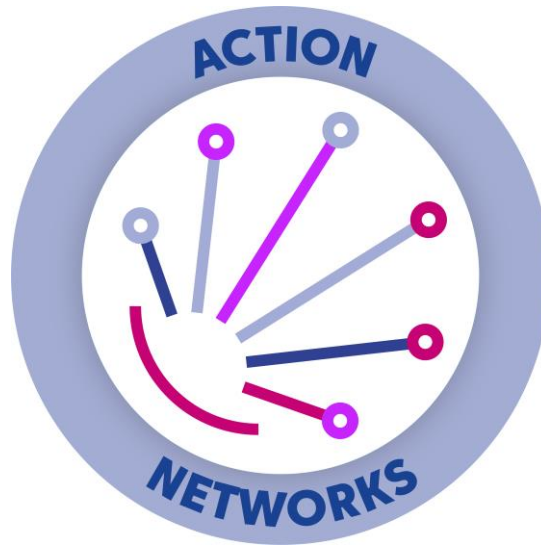




URBACT IV

Call for Proposals for Action Networks

Terms of Reference

Call for Proposals open between

Tuesday 17 March 2026 – Wednesday 17 June 2026 (15.00 CEST)

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INTRODUCTION – CALL FOR PROPOSALS

The URBACT IV Cooperation Programme¹ foresees to facilitate the sharing of knowledge and the transfer of good and innovative practices between cities and other levels of government. The purpose is to promote integrated sustainable urban development, improve cities' policies and the effectiveness of Cohesion Policy in cities.

In this context, the “Agence nationale de la cohésion des territoires” (ANCT) (France), Managing Authority of the URBACT IV programme, issues a CALL FOR PROPOSALS FOR THE CREATION OF ACTION NETWORKS.

Following this call 20 networks will be selected and funded.

The terms of reference of the present call for proposals were approved by the URBACT IV Monitoring Committee on 17 February 2026.

[This Call for Proposals is open from 17 March 2026 until 17 June 2026, 15:00 CEST².](#)

SECTION 1 - ABOUT URBACT IV & TRANSNATIONAL NETWORKS

→ The URBACT IV programme

The URBACT IV Programme is part of the European Territorial Cooperation Objective of the Structural Fund policies for the period 2021-2027. The URBACT IV Programme is financed through the European Regional Development Fund (ERDF) as well as through the Instrument for Pre-Accession countries III (IPA) and Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI)³.

URBACT's mission is to enable cities to work together and develop integrated solutions to common urban challenges, by networking, learning from one another's experiences, drawing lessons and identifying good practices to improve urban policies.

As stated in the Cooperation Programme, URBACT IV will build the institutional capacity of cities needed to implement territorial strategies and directly contribute to **Policy Objective 5 in particular: a Europe closer to citizens**, by supporting locally-led development strategies and sustainable urban development across the EU.

To reach this objective URBACT IV has three aims:

- 1) Use **transnational networks** to improve the capacity of European cities;
- 2) Improve the **capacity** of urban stakeholders to design and implement sustainable urban development policies, practices and innovations in an integrated, participative and place-based way;
- 3) Ensure that URBACT **knowledge** and practice is made accessible to urban practitioners and policymakers to feed into local, regional, national and European urban policies, in particular through the European Urban Initiative; and contributing to the Urban Agenda for the EU.

¹ The URBACT IV Cooperation Programme is available [here](#).

² The online tool for submitting Proposals, [SYNERGIE-CTE](#), will close at 15:00 pm CEST on Wednesday 17 June 2026. More details on the submission procedure for proposals are provided in the section 7 of the present Call for Proposals.

³ Principles and regulations are laid down in Regulations (EU) N° 2021/1058, 2021/1059, 2021/1060, and (EU) 2021/1529

→ Transnational exchange & learning networks in URBACT IV

The core strand of activities of the URBACT IV Programme is composed of transnational exchange and learning networks. URBACT transnational networks aim to impact local policies and practices by supporting the design and implementation of sustainable and integrated urban policies. Using the URBACT Method of transnational exchange and learning with European peers, cities can develop and test solutions to the challenges they have identified, in an integrated and participatory way, developing strong outputs at local level.

The principles and regulations for transnational exchange and learning networks to be implemented within the programme are laid down in the URBACT IV Cooperation Programme. In addition to the Cooperation Programme, the **URBACT IV Programme Manual** includes specific sections outlining how the different tools and actions shall be implemented and shall operate. In particular, applicants are invited to refer to the following sections:

- Book 1 – Section A. PRESENTATION OF THE URBACT NETWORKS
- Book 1 – Section B. CREATING AN URBACT NETWORK
- Book 1 – Section C. MANAGING AN URBACT NETWORK
- Book 1 – Section D. MANAGING COSTS AND REPORTING PROGRESS
- Book 1 – Section F. COMMUNICATION AT NETWORK LEVEL

The URBACT IV Programme supports four different types of transnational networks:

- The Action Planning Networks
- The Innovation Transfer Networks
- The Transfer Networks
- The Action Networks

The **URBACT IV Programme Manual** describes in more details the different types of networks and their specificities⁴.

The focus of this particular call is on **Action Networks**. It is the first call for proposals for Action Networks under URBACT IV. Action Networks allow cities to work together to identify, shape and implement solutions to common urban challenges. Through this collaboration, they have the space to carry out concrete actions at local level. Using the URBACT Method of transnational exchange, integrated and participatory approach and co-creation, the cities will develop a bespoke Actions Playbook at the network level and at local level they will implement concrete actions documented in an Action Portfolio. Ultimately, the cities will improve their integrated urban policies and the delivery of these policies on the ground.

→ What is in it for cities?

By taking part in an URBACT Action Network it is possible to make real sustainable change in cities. Through peer exchange and learning, more informed, coordinated and successful local policies can be developed to tackle local challenges, harness opportunities and deal with common problems.

By applying the URBACT Method, cities can develop a participatory culture in policy-making which includes all relevant stakeholders and increases transparency and opportunities for successful implementation.

With transnational exchange and learning networks, the URBACT programme allows cities and urban practitioners to:

- share and learn from peers in cities across the European Union, Switzerland, Norway, IPA countries (Albania, Bosnia and Herzegovina, Montenegro, North Macedonia and Serbia) and NDICI countries (Ukraine and Moldova);

⁴ The latest version (February 2026) of the URBACT IV Programme Manual is available [here](#).

- work with other cities around a specific policy challenge;
- Implement solutions tailored to their local contexts;
- benefit from tools, notably from the [URBACT Toolbox](#), and training in the field of integrated and participatory approaches to urban challenges and policies;
- access expertise to support the development and delivery of integrated and participatory policy-making, as well as thematic expertise to feed into local policies and practices;
- get in touch with European partners, programmes and initiatives, improve the local practice and turn it into a European showcase project.

More detailed information on how cities can benefit from taking part in an URBACT network, feedback from previous partners, information about the URBACT Method and more about what is expected from partners is available in the Guide to Action Networks⁵ published alongside the present Call for Proposals.

⁵ The Guide to Action Networks is available [here](#).

SECTION 2 – ABOUT ACTION NETWORKS & BENEFICIARIES

→ Main objectives of Action Networks

URBACT Action Networks support cities to implement concrete urban actions addressing identified local challenges, building on existing local strategies or policy frameworks. The primary objective is to strengthen local institutional and stakeholders' capacities to manage and deliver sustainable urban development policies through action implementation, peer learning, and the production of transferable implementation knowledge.

By taking part in an Action Network, partner cities exchange and share experience on specific policy challenges, co-create possible solutions and implement a portfolio of actions, in order to collectively generate transferable knowledge on how urban change can be delivered in practice. Implementation of actions is the core engine for learning, helping cities to experiment, adjust and identify what works in practice, gather insights, and prepare for evidence-based scaling up of successful initiatives through local or European funding.

As a starting point, cities willing to get involved in Action Networks shall already have an existing local strategy, policy framework or action plan, ensuring strategic coherence and political relevance. Cities shall commit to:

- Design, implement and monitor a limited number of **concrete actions** addressing clearly identified local challenges. Actions should be realistic in scope, feasible within the network duration, and designed to produce tangible outputs and observable change.
- Ensure the participatory approach by mobilising an **URBACT Local group** (local multi-stakeholder group) in each participating city and organise Actions Labs to co-design and co-implement actions and support learning;
- Use **transnational exchange** to compare implementation approaches, address common barriers, refine actions throughout the network lifetime, support the transition from tested actions to longer-term urban transformation.

Each partner city is expected to produce an **Action Portfolio** - a progressively built set of outputs, produced on the way, demonstrating an action system and positive impact.

At network level, partners shall jointly produce a **bespoke Actions Playbook** that captures the learning from all cities and provides clear recommendations to other cities, policy-makers and European organisations. In addition to the bespoke Actions Playbook, networks are also free to develop any other outputs they think of relevance for an external audience (tools for cities, recommendations to European policy makers, manifestos, etc). More information on these deliverables can be found in the Guide to Action Networks.

Throughout the network duration, cities will also be communicating to an external audience about their work and results. The URBACT Secretariat will provide specific tools and guidance for this purpose.

→ Eligible beneficiaries

The URBACT IV **programme area** consists of:

- The **27 EU Member States** (including insular and outermost regions) ;

- Partner States **Norway** and **Switzerland**. Partners from Norway and Switzerland cannot make use of ERDF allocations. Partners from Switzerland can be co-financed at 50% by a national fund⁶. Partners from Norway may participate in Action Networks with Norwegian national funds covering up to 50% of the costs⁷;
- The **Instrument for Pre-Accession Assistance (IPA) countries**: Albania, Bosnia and Herzegovina, Montenegro, North Macedonia and Serbia. Partners from IPA countries can participate in operations receiving IPA co-financing.
- **Ukraine** and **Moldova**, as countries covered by the Neighbourhood, Development and International Cooperation Instrument (NDICI). Partners from Ukraine and Moldova can participate in operations receiving NDICI co-financing.

Partners from other countries, anywhere in the world, can participate with their own funding.

For transnational exchange and learning activities, the URBACT IV Cooperation Programme identifies the Programme area and defines two categories of beneficiaries: **the main beneficiaries (city partners)** and **other beneficiaries (non-city partners)**.

The **main beneficiaries** for Action Networks shall be **cities** from the above-mentioned Programme area, willing to implementation actions aligned with principles of sustainable urban development.

As “city”, the URBACT IV Programme refers to the public local authority representing:

- Cities, municipalities, towns;
- Local agencies defined as public or semi-public organisations set up by a city, partially or fully owned by the city authority, responsible for the design and implementation of specific policies (economic development, energy supply, health services, transport, etc.)
- Infra-municipal tiers of government such as city districts and boroughs in cases where they are represented by a politico-administrative institution having competences for policy-making and implementation in the policy area covered by the URBACT network concerned in which they are willing to get involved;
- Metropolitan authorities and organised agglomerations in cases where they are represented by a politico-administrative institution having delegated competences for policy-making and implementation in the policy area covered by the URBACT network concerned.

In addition to city partners, Action Networks can also include a limited number of **other eligible beneficiaries (non-city partners)**. In the case of Action Networks, the list of other eligible beneficiaries is defined as follows:

- Provincial, regional and national authorities, as far as urban issues are concerned;
- Universities and research centres, as far as urban issues are concerned;
- Managing Authorities of Cohesion Policy and EU Solidarity Funds.

In order to be eligible, non-city partners must be public authorities or **Equivalent Public Bodies**⁸. Please refer to Section 4 for further specific details about eligible beneficiaries for this call.

⁶ Swiss participants are asked to contact the Federal Office for Spatial Development (ARE) to receive information on the available funds under this call.

⁷ Norwegian participants are asked to contact the Ministry of Local Government and Regional Development (KDD) to receive information on the available funds under this call.

⁸ Based on EU Public Procurement Law, **equivalent public body** refers to any legal body governed by public or private law:

1. established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character (which does not exclude bodies partly having an industrial or commercial character), and
2. having legal personality, and
3. a) either financed, for the most part, by the State, or regional or local authorities, or other bodies governed by public law, b) or subject to management supervision by those bodies, c) or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities or by other bodies governed by public law.”

To keep in mind while working on your application

- There is **no minimum or limit of population size** for cities wishing to participate in URBACT activities. URBACT supports urban authorities from the neighbourhood to functional urban area level depending on the topic covered and the impact that can be made. This includes urban-rural linkages and cross-border functional urban areas.
- **Cities with no previous URBACT experience are invited to apply.** Specific support will be provided to newcomer cities.
- **The proposed actions to be implemented at local level should be based on an already existing strategy, local policy or action plan.**
- The work of the Action Networks in developing the capacity of cities to design and implement integrated sustainable urban policies is relevant for many cities working on sustainable urban development as referred in the Article 11 of the ERDF Regulation⁹. **The involvement of [Article 11 cities](#) and other cities benefiting from Cohesion policy funds will be sought for, as well as the alignment with Cohesion policy principles.**

⁹ Article 11 Regulation (EU) 2021/1058 requires that a minimum of 8% of ERDF resources per Member State be allocated to integrated territorial development focused on urban areas (sustainable urban development). Special attention shall be given to tackling environmental and climate challenges, notably the transition towards a climate neutral economy by 2050, to harnessing the potential of digital technologies for innovation purposes, and to supporting the development of functional urban areas.

SECTION 3 - THEMATIC COVERAGE FOR ACTION NETWORKS

→ Topics and areas of action

URBACT supports networks in any thematic issues on better cooperation governance. The present Call for Proposals for Action Networks is **open to any specific urban challenge or topic that is relevant to the candidate cities** and connected with EU Cohesion Policy objectives.

Cities are encouraged to propose projects related to key areas of action identified in the European Agenda for Cities ¹⁰ (i) competitiveness, digitalisation, innovation and investment; (ii) social inclusion and equality; (iii) security, safety and preparedness; (iv) affordable, sustainable, decent quality and inclusive housing and buildings; (v) climate action, environment and clean energy; (vi) mobility.

However, networks may also propose other or more specific topics that are relevant for cities, for example public services, urban regeneration, health, youth, culture, democracy, city science, resilience, demography, education and training, circular economy, water management, urban governance, urban planning.

Nevertheless, projects will need to explain how their proposal links to the Cohesion Policy Objectives¹¹ in their application form.

→ Contribution to European policies

URBACT is promoting sustainable and integrated urban development in line with the objectives of European Cohesion policy and the Urban Agenda for the EU. Projects therefore need to show how they will contribute to this mission statement and explain in their application how their proposal links with European policies relevant for cities. They should elaborate to which policy objective(s) they will contribute to, considering in particular:

- the **European Agenda for Cities**, which sets out European Commission's vision to shape Europe's urban future and puts forward a number of actions to be deployed in the future.
- **Relevant EU initiatives and programmes** such as the European Innovation Partnership on smart cities and communities, the Covenant of Mayors for Climate and Energy, the EU Mission on 100 Climate-Neutral and Smart Cities, the Intelligent Cities Challenge, the Digital Europe Programme and Connecting Europe Facility Digital Programme.
- The **New European Bauhaus (NEB)** shares many key principles with the URBACT programme including cross-disciplinary working, participation, sustainability and inclusiveness.
- **Urban Agenda for the EU¹²**, launched in May 2016 with the Pact of Amsterdam and reconfirmed in November 2021, with the Ljubljana Agreement. The Urban Agenda for the EU represents a new multi-level working method, for urban policy and practice, promoting cooperation between Member States, cities, the European Commission, and other stakeholders. The Urban Agenda for the EU scope is threefold. It focuses specifically on three pillars of EU policymaking and implementation: better regulation, better funding, better knowledge.
- The **New Leipzig Charter¹³**, The Charter enshrines the five EU principles of good urban governance that comprise "policy for the common good", "integrated approaches", "multi-level governance", "place-based approaches" and "participation and co-creation".

¹⁰https://ec.europa.eu/regional_policy/sources/communication/2025-cities-agenda/2025-cities-agenda-communication.pdf

¹¹ referred to in Article 5(1) of Regulation (EU) 2021/1060

¹² <https://www.urbanagenda.urban-initiative.eu/urban-agenda-eu>

¹³ https://ec.europa.eu/regional_policy/en/information/publications/brochures/2020/new-leipzig-charter-the-transformative-power-of-cities-for-the-common-good

- The **EU Territorial Agenda 2030**¹⁴ adopted on 1st December 2020 which underlines the importance of and provides orientation for strategic spatial planning and calls for strengthening the territorial dimension of sector policies at all governance levels.
- The **UN Sustainable Development Goals (SDGs)** of the United Nations 2030 Agenda¹⁵, and in particular, the Goal 11 “Make cities inclusive, safe, resilient and sustainable”. Applicants are encouraged to take into consideration, when relevant, how the network can link to these initiatives.

→ URBACT cross-thematic objectives

While addressing the main policy area the URBACT networks will choose to work on, they will also have to reflect on how their activities address the **cross-cutting principles** of **green transition, digital transformation, and gender equality** and to consider how these holistic themes can be part of the analysed challenges and solutions.

Proposals should demonstrate added value compared to the networks already financed by URBACT in the past, and how they build on the knowledge and solutions already developed. The details of the topics tackled under previous networks can be found on the [URBACT website](#).

More detailed information on this is provided in the Guide for Action Networks. Applicants are encouraged to consult it in order to develop high quality applications.

¹⁴ <https://territorialagenda.eu/#>

¹⁵ <https://sdgs.un.org/2030agenda>

SECTION 4 - PARTNERSHIPS FOR ACTION NETWORKS

→ General framework

Transnational partnerships are cornerstones of all URBACT Networks. The rules defined below apply to all partnerships involved in Action Network proposals. These rules translate into eligibility criteria (see section 7) and shall therefore be respected. **Eligibility criteria are requirements, which must all be fulfilled for a proposal to be declared eligible.** Only eligible proposals shall be considered for further assessment and approval.

→ Lead Partners

Lead Partners are key actors of transnational partnerships for Action Networks. They have full responsibility for network management, coordination of activities among the transnational partners, communication at network and EU levels, and implementation of the work programme. The Lead Partner also bears financial and legal responsibility and liability for the whole partnership towards the URBACT Managing Authority.

Cities¹⁶ from EU Member and Partner States can be Lead Partners of Action Networks.

Considering the responsibilities of the Lead Partners, a city should assess carefully its capacity to assume such a role. This capacity of the Lead Partner to fulfil this role will be subject of the evaluation process.

In case the Lead Partner is a city from a Partner State (Norway, Switzerland, Albania, Bosnia and Herzegovina, North Macedonia, Moldova, Montenegro, Serbia, Ukraine) a specific provision will be included in the subsidy contracts as regards responsibility for the EU funds allocated to the network and financial flows between the URBACT Managing Authority and programme beneficiaries (Lead Partner and Partners).

The candidate Lead Partner can be candidate Lead Partner in one URBACT proposal only under this call.

Further information on the roles and responsibilities of Lead Partners and Project Partners is available in the [Programme Manual](#), Book 1 (*Section Managing an URBACT Network & Section F. Communication at network level*).

→ Action Network Partnership

The **partnership** shall be set up for the submission of the application.

The **partnership** to be proposed **must include a minimum of 6 partners and a maximum of 8 partners from eligible countries.**

▪ Eligible partners to funding

ERDF PARTNERS

The project partners that are located in the 27 EU Member States are co-financed by the European Regional Development Fund (ERDF). They can be involved as Project Partners under this call for proposals, provided all eligibility criteria are respected. Compliance with the eligibility criteria will be confirmed during the eligibility check.

IPA PARTNERS

¹⁶ According to the definition provided under section 2.

Countries concerned by the Instrument for Pre-Accession Assistance (IPA fund) within the URBACT Programme are Albania, Bosnia and Herzegovina, Montenegro, North Macedonia and Serbia. IPA partners can apply as Project Partners, provided all eligibility criteria are respected.

UKRAINE & MOLDOVA

Ukraine and Moldova, as countries covered by the Neighbourhood, Development and International Cooperation Instrument (NDICI) within the URBACT Programme, can apply as Project Partners, provided all eligibility criteria are respected.

SWITZERLAND AND NORWAY

The partners from Switzerland and Norway are receiving a co-financement from the national budget of the concerned country.

▪ Partnership composition

Partnerships **must respect** the following rules:

- A partnership must include 6 to 8 partners;
- Partners should be eligible institutions from all types of EU Member States regions, as well as from Norway, Switzerland, Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, Serbia, Ukraine or Moldova.
- At least half of the partners must come from EU Member States (4 in case of a partnership of 7).
- A partnership may include a maximum of 1 partner from IPA and NDICI countries.
- A partnership cannot include two partners from the same Member/Partner State.
- A partnership may include 1 “non-city partner” maximum (as defined in section 2.2).
- A partner cannot be a partner in more than two approved Action Networks at the same time.
- A candidate city can be candidate Lead Partner of one Action Network proposal only but can also be a Project Partner in another network at the same time.

To keep in mind while working on your application

- **In terms of assessment, it is recommended to build a diverse partnership.**
- **It is also encouraged to include in the partnership, cities which are newcomers to URBACT, i.e. cities which have not been financed yet under URBACT UIV (list of cites involved in UIV available [here](#)).**

SECTION 5 - ACTIVITIES AND WORK PACKAGES

Action Networks shall operate and implement the network activities **structured into three stages around three work packages**:

- > Work package 1 (WP1) – Network management
- > Work package 2 (WP2) – Network Level Activities
- > Work package 3 (WP3) – Local Level Activities

The activities to be implemented by Action Networks, in each of the stages, are organised around work packages. Work packages allow partners to develop a shared understanding about the project's structure. Each work package has specific objectives, defined activities and related expected deliverables.

Communication and visibility activities shall be implemented as part of all three work packages. More information about communication/visibility requirements are provided in the URBACT Programme Manual¹⁷. More detailed information about the Action Network journey is available in the Guide to Action Networks.

Under this call, networks are approved for a total duration of 30 months, from 1 November 2026 to 30 April 2029. The Network Journey will be structured around three core stages:

→ Stage 1 – Activation stage – 7 months (November 2026 – May 2027)

All networks start with an activation stage. This stage is dedicated to the development of a detailed roadmap of network activities and a consolidation of a well-balanced and coherent partnership.

During Stage 1, partners involved in approved networks will work, with the support of an URBACT validated Lead Expert. The main deliverables of the Activation stage shall include:

- Contracting and onboarding for Lead partners and Lead experts (during first two months);
- Production of a Baseline Study and Network Roadmap presenting the policy challenge of the network, the strategic anchor and project scope for all the partners, as well as the methodological framework and workplan for the exchange and learning activities;
- Finalisation of the budget based on the Network Roadmap and proposed actions;
- Consolidation of the partnership;
- Organisation of at least one in-person transnational meeting gathering all partners;
- Set-up of local teams and the identification of stakeholders to be involved in URBACT Local Group in each partner city;
- To develop a visual identity for the network;
- To develop and produce a Communication Plan for their network.

→ Stage 2 – Develop & Deliver – 20 months (June 2027 – January 2029)

Main activities and deliverables of Stage 2 shall include:

- Transnational exchange and peer learning activities inspiring the design and the delivery of possible solutions;
- Organisation of stakeholders meetings (Action Labs) in each partner city for the development and delivery of concrete actions on the ground;
- The co-production of the Action Portfolio by stakeholders gathered in an URBACT Local Group in each partner city;
- Implementation of actions at local level;
- The network Mid-Term Reflection process;

¹⁷ Please refer to detailed information of the latest version of the Programme Manual available [here](#).

- Communication and outreach activities including the management of a network webpage on the URBACT website, production of periodical Network Journals and articles communicating on social media, organisation of dissemination events, etc.
- Co-Production of the bespoke Actions Playbook and other additional outputs.

→ Final stage – 3 months (February 2029 – April 2029)

The final three months of the project are dedicated to the finalisation of the expected network outputs and sharing of results. During this stage, networks are expected to organise a final network event with the focus on showcasing the results of the network and or local stakeholders.

Detailed information concerning specific objectives, activities and expected outputs under each Stage and Work Package is provided in the [Guide to Action Networks](#). It is highly recommended for applicants to refer to the guidance in order to develop high-quality applications.

SECTION 6 – BUDGETARY ELEMENTS AND EXPERTISE RESOURCES

→ URBACT IV Eligible Intervention rates

The EU co-financing rate for an Action Network is calculated at network level on the basis of the different co-financing rates for each partner.¹⁸

- Partners from “more developed regions” are co-financed up to 65% by ERDF.
- Partners from “transition regions” are co-financed up to 70% by ERDF.
- Partners from “less developed regions” are co-financed up to 80% by ERDF.
- Switzerland is a Partner State of the URBACT programme. Partners from Switzerland are co-financed up to 50% by a Swiss national fund.¹⁹
- Norway is a partner state of the URBACT programme. Partners from Norway may participate in Action Networks with Norwegian national funds covering up to 50% of the costs²⁰.
- Partners from IPA countries are co-financed by up to 95% by IPA Funds.
- Partners from Ukraine and Moldova are co-financed by up to 95% by NDICI Funds
- Partners from other countries may participate in Action Networks at their own cost for this call.

→ Action Network Budgets

The maximum total eligible budget for an Action Network shall be EUR 1 000 000 (including ERDF, IPA, NDICI funds and local co-financing). The budget should be proposed considering the number of partners and actions to be implemented within the project.

50% of the budget should be allocated to the implementation of concrete actions at local level.

The budget allocated for the implementation of concrete actions will be detailed after the Activation stage and validated by the URBACT Joint Secretariat. The budget allocated to the implementation of concrete actions can be reimbursed either based on real costs or following a simplified cost option methodology – draft budgets.

Detailed instruction on the budget, including on draft budgets methodology are presented in the Guide for Action Networks.

Action Networks shall be financed using European Regional Development Fund, IPA Fund, NDICI Fund and local, regional or national contributions from city partners according to the rates outlined above.

The budget shall be presented using five budget categories as follows:

- i) Staff Costs
- ii) Office and Administration Costs
- iii) Travel and Accommodation Costs
- iv) External expertise and service Costs
- v) Equipment Costs

In order to build a sound and coherent budget, applicants are invited to refer to the Guide for Action Networks which provides more details. Further information about the eligibility of costs, the methods for calculation and

¹⁸ The map showing the categorisation of EU Regions for 2021-2027 can be found [here](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32021D1130). The full list of regions eligible for funding is available at this link here: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32021D1130>.

¹⁹ Swiss participants are asked to contact the Federal Office for Spatial Development (ARE) to receive information on the available funds under this call.

²⁰ Norwegian participants are asked to contact the Ministry of Local Government and Regional Development (KDD) to receive information on the available funds under this call.

programme specific rules is available as well in the URBACT IV [Programme Manual](#), Book 1, Section D.2. - *Eligibility of expenditure per budget category*.

→ Expertise

In order to support the implementation of the activities of Action Networks, the URBACT Programme provides each approved network with an additional specific budget for the **appointment of experts from the [URBACT database of experts](#)**. Experts support partners in implementing their network activities with both thematic content and methods for exchange and learning.

More specifically, the expertise budget should provide all partners with a package of services including:

- Expertise for the production of a Baseline Study
- Support the Lead Partner with the development of the network methodology
- Support for setting up URBACT Local Groups in each partner city
- Expertise for the design and delivery of transnational exchange and learning activities in collaboration with partners
- Thematic expertise related to the policy challenge being addressed
- Support partners in applying integrated and participatory approaches
- Support partners with the design and peer review of their local deliverables
- Production of key network outputs and contribution to programme-level activities on relevant topics.
- Advice to Lead Partner and Project Partners on implementing actions

Expertise budget

Each network shall have a specific expertise budget of EUR 127 500 to cover the costs of expertise support over the entire lifetime of the project. This expertise budget is in addition to the network budget and without the co-funding rates applied.

The daily expertise fee for URBACT network experts is set at EUR 750 per day without VAT, therefore a maximum of 170 days of expertise is available for each network regardless of the number of partners.

Networks shall appoint a Lead Expert, as well as a minimum of two Ad-Hoc Experts throughout the network lifetime for support with the delivery of all planned activities and expected deliverables. The allocation of days to the Lead Expert shall not exceed 130 days while a minimum of 40 days shall be allocated to Ad-Hoc Experts supporting the network.

Please refer to the Guide for Action Networks for detailed information about the framework for the use of expertise in Action Networks.

The available budget will cover days of expertise. Travel & Accommodation costs for experts will be covered and be reimbursed directly by the Programme.

Action Network partners can contract additional experts for specific local tasks (e.g. coordination of the URBACT Local Group, local facilitation, project management support, support with implementing actions etc.) through the network budget under the budget category “External expertise and services”.

Appointing experts

Appointed experts to be funded from the dedicated expertise budget shall be selected from the [pool of Validated URBACT Experts](#). New experts can apply to join the pool at any time²¹.

Lead Experts will be selected after the approval of the Action Networks.

1. Applicants will be requested to indicate skills and knowledge expected from the Lead Expert in the Application form.
2. Shortly after the approval of the Action Networks (late October 2026), the URBACT Secretariat will invite URBACT experts, through a call for expression of interest, to position themselves against the requested skills and knowledge requested by networks. All experts validated for the URBACT Lead expert role and included in the pool before 30 September 2026 will be invited. Experts that are not yet part of the pool are strongly suggested to submit their expert application for validation before 30 July 2026 in order to ensure the timely validation.
3. Following this short call for expression of interest, the URBACT Secretariat will check all the Lead Expert candidates to identify any overlap with other approved networks and to check the coherence with the selection criteria defined in the application form and the call for expression of interest. Interviews with the potential Lead Experts will be organised by the URBACT Secretariat with the Lead Partner, in order to perform the final selection of the network's Lead Expert. A mutual agreement between the Lead Partner and the URBACT Secretariat will be essential for the final selection of the Lead Expert.
4. The selected Lead Expert will be expected to join an online onboarding in December 2026 as well as the kick-off meeting of the Action Networks which will take place in January 2027 (dates to be confirmed).

The contract with standard workplans will be signed between URBACT Secretariat and the appointed expert. A clear evaluation procedure verifying the quality of outputs and contributions will be set out to assess the work carried out.

It should be noted that only experts who have not been directly involved in developing the network application can be proposed. A strict conflict of interest procedure will be followed.

²¹ The call for Experts will remain open over the entire duration of URBACT IV programme. The call and online application form is accessible via this [link](#).

SECTION 7 – DETAILED PROCEDURE FOR THE CREATION OF ACTION NETWORKS IN THE FRAME OF THE CALL FOR PROPOSALS

→ General overview

Projects applying to this Call for Proposals are required to follow a structured application procedure and will be subject to a selection process.

Decisions by the Monitoring Committee shall be final. May the decision be appealed against by a project's Lead Partner, the complaint procedure shall apply (see section 11).

The different steps of the application procedure can be summarised as follows.

Step 1 – Procedure for the submission of Applications

The submission of the Application package is paper-free. The application is submitted through the online system [SYNERGIE-CTE](#). Detailed information on how to create and submit applications through the online system SYNERGIE-CTE is provided in the Practical guide to SYNERGIE application.

To submit a network proposal, applicants shall complete the following steps:

- 1) Complete and submit their application through SYNERGIE-CTE in English. Only applications submitted using SYNERGIE-CTE will be accepted.

The deadline for the online submission of the Applications is

Wednesday 17 June 2026, 15:00 CEST.

After this deadline, the SYNERGIE-CTE system will be closed.

- 2) Send the application package composed of the scan of the signed PDF document of the application generated through SYNERGIE-CTE and all additional requested documents (*a list of additional documents is provided below*) by email to AN@urbact.eu.

The e-mail shall be received by the URBACT Joint Secretariat no later than

Thursday 18 June 2026, 15:00 CEST.

Applicants must send by email **all** of the following documents:

- Scanned signed PDF version of the submitted Application generated through SYNERGIE-CTE. It must be duly signed by the Project Coordinator in the Lead Partner city;
- Letters of commitment in English for ALL partners included in the partnership (one letter for the Lead Partner plus one letter for each Project Partner) using the templates provided in annexes 2 and 3 of this Call for Proposals. Letters of Commitment shall be signed by **the legal representative** of the partner institution;²²
- CV of the Project Coordinator at the Lead Partner;

Applicants should expect an email acknowledging receipt of the application package which will be sent by the URBACT Secretariat and will confirm the successful sending.

²² The signing person should be a legal representative with authority to sign for the Project Partner and in the position of committing the institution's resources to be engaged in the project (staff, budget, etc.).

In parallel, each partner within a proposal needs to submit until the end date of the call, by 17 June 2026 - 15.00 CEST, the **State aid self assessment questionnaire** (Annex 4 of the Terms of Reference) **through the following EU Survey [link](#)**.

Each partner will fill in the questionnaire through EUSurvey and submit it individually.

Step 2 – Eligibility check of Applications

The URBACT Joint Secretariat will check all received applications against the eligibility criteria. Eligibility criteria for applications are minimum requirements, all of which must be fulfilled before a project can be declared eligible for further assessment. They cover organisational, administrative and commitment requirements. Only eligible projects can be submitted by the URBACT Managing Authority to the URBACT Monitoring Committee for approval.

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

In case of a doubt regarding the respect of the eligibility criteria, applicants are recommended to get in touch with the URBACT Secretariat for clarifications prior to the submission of the application.

Eligibility Criteria

- The application package is submitted in English, respecting the procedure outlined in the Terms of Reference and within the notified deadline.
- The application package is complete including the required documents set out in the Terms of Reference.
- 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).
- The proposal fulfils the partnership requirements bringing together between 6 and 8 candidate partners including the Lead Partner.
- The proposed partnership does not include more than 1 non-city partner.
- The proposed partnership respects the minimum of partners from EU Member States and maximum of partners from Partner States, within the proposed network.
- The candidate Lead Partner is a candidate Lead Partner in one URBACT proposal only under this call.
- All candidate partners are eligible according to the URBACT Programme rules.
- The partnership does not include more than one partner per member state.

Step 3 – Assessment of eligible Applications

Eligible Applications shall be assessed by an External Assessment Panel (EAP). The EAP is made up of independent experts specifically appointed to assess the quality of the proposed networks based on the published assessment criteria. The assessment criteria for project proposals are outlined below.

Assessment Criteria

Criterion 1 - Relevance of the policy issue addressed (20%)
For this criterion, assessors will especially consider the following dimensions: 1) The proposal is relevant in the current European policy context, is aligned with principles of sustainable and integrated urban development and explains how it contributes to the objectives of the Cohesion Policy 2021-2027. 2) The policy challenge is relevant to the URBACT Programme and explains how it complements the knowledge created in previous projects, providing specific examples. 3) The topics of the local strategies and actions that could be implemented are aligned with the current European policy context. Relevance of the expected results and impact at local level.
Criterion 2 - Proposal to address URBACT cross-cutting objectives (gender equality, green transition and digital transition) (10%)
For this criterion, assessors will more especially consider the following dimensions: 1) The proposal demonstrates a good understanding of the cross-cutting objectives of the URBACT programme 2) The proposal provides concrete examples of the implementation of the cross-cutting objectives of the URBACT programme
Criterion 3 - Quality and Relevance of Partnership (30%)
For this criterion, assessors will more especially consider the following dimensions: 1) The policy challenge proposed is relevant for all cities in the partnership 2) The strategic environment of partner cities is relevant to address the challenges identified 3) All partners have a strategy/action plan in place on the policy challenge which is tackled by the network 4) The proposed partnership covers an appropriate and balanced mix of Member and Partner States. In cases where the geographical coverage is limited, this is clearly justified 5) The partners have understood the urban dimension of Cohesion Policy and have explained how it links to their involvement in this network 6) The partner cities demonstrate a willingness and ability to undertake the activities (e.g. having appropriate competence, resources, political support and motivation and a clear understanding of the work necessary to deliver expected outputs 7) The partner cities have clearly identified the added value of benefitting from the URBACT Programme and the potential for positive impact 8) The types of stakeholders identified for the creation of respective URBACT Local Groups are relevant and comprehensive 9) Overall, the partnership is coherent and it is clear why these cities should work together

Criterion 4 - Quality of the proposed methodology and activities (20%)

For this criterion, assessors will more especially consider the following dimensions:

- 1) The proposal demonstrates a good understanding of the objectives of an URBACT Action Network using the URBACT Method
- 2) The proposed work plan is clearly presented and shows a good understanding of what is expected in terms of activities and outputs from Action Networks, in all work packages
- 3) Work packages are clearly explained with sufficient detail. The proposed methodology and activities are creative, coherent, logical and appropriate for the partnership. Activities are logically sequenced linking local and transnational level
- 4) Actions proposed for the implementation are aligned with the existing local strategy. The proposed methodology and planned activities can deliver the expected results
- 5) The proposed outputs are clearly explained and precisely quantified with details about how they will be developed and used during the network lifetime
- 6) The proposed tools, content and methodology respond to the theme and the needs of the partner cities
- 7) The communication approach of the network and cities seems feasible and relevant to the network methodology
- 8) The proposal presents some innovative and interesting approaches to transnational exchange and learning

Criterion 5 - Quality of the proposed network management (10%)

For this criterion, assessors will especially consider the following dimensions:

- 1) The Lead Partner demonstrates competency in managing EU co-financed projects or can ensure adequate measures for management support.
- 2) The named person to act for the Lead Partner as project coordinator has relevant skills and experience with EU projects
- 3) The project coordination from the Lead Partner is well organised and clearly presented (who will perform concrete tasks). Sufficient resources are indicated for the Lead Partner tasks.
- 4) The proposal demonstrates a clear understanding of the role of the Lead Expert and Ad hoc experts and explains clearly what the network expects from the experts to be appointed.

Criterion 6 - Quality of the proposed budget (10%)

For this criterion, assessors will especially consider the following dimensions:

- 1) The project budget is coherent with the work plan and the main outputs in the proposal.
- 2) The total partner budgets reflect real partners' involvement (are balanced and realistic)
- 3) Justification of the budget allocated to the implementation of concrete actions at local level.
- 4) The project budget is justified, clear and realistic. It respects the principles highlighted in the URBACT programme Manual.

Step 4 – Submission to the Monitoring Committee and approval

Building on the report provided by the External Assessment Panel, the URBACT Monitoring Committee shall decide on the approval of projects to be funded.

It is intended to approve 20 Action Networks but the Monitoring Committee may decide to approve less or more networks, depending on the quality of the applications received and available budget.

The Monitoring Committee may consider for the final decision if the proposed networks for funding ensure overall, at the level of the programme, a balanced geographical coverage and typology of cities, as well as a diversity of topics and policies to be addressed.

A project can be approved also with conditions, clearly stipulated in the Monitoring Committee decision. For such cases, the Joint Secretariat will be tasked to follow up the fulfilment of those conditions before signature of the subsidy contract.

Decisions by the Monitoring Committee shall be final.

After approval by the Monitoring Committee, the information on approved projects shall be published on the URBACT website.

Approved applications shall receive a subsidy contract which marks the final stage of approval of the project. Additional information on the subsidy contract is available in Book 1, Section B. of the [URBACT IV Programme Manual](#). The project shall then be fully operational and can start working on planned activities.

Lead Partners and Lead Experts of approved Action Networks will be invited to an in-person Network launch meeting to learn about expectations and activities to be delivered. This meeting will take place in January 2027.

SECTION 8 – CONTENT OF APPLICATION

Projects wishing to apply for funding within the frame of this Call for Proposals shall fill in and submit their Application through the online SYNERGIE-CTE platform and send the application package (see details under section 7) via email to AN@urbact.eu. All applications shall be completed in English.

Here below is the list of the main sections to be completed in order to submit a proposal:

An outline of the Application Form is provided in [Annex 1](#) of this document

- **Presentation of the network theme:** applicants shall define the main issue/policy challenge to be addressed by the network, highlighting the link to European urban policy context for 2021-2027 (in particular the Cohesion Policy objectives and scope). The proposal should also explain how the network will contribute to the specific objective for Action Networks, i.e. Interreg Specific Objective 1 (ISO 1): a better cooperation governance, and Policy Objective 5, A Europe Closer to Citizens (in particular specific objective 5.1).
- **Description of how the networks address cross-cutting considerations such as green transition, digital transformation and gender inclusive approach in their working methods:** Concrete examples of how equal opportunities (especially gender), environmentally sustainable actions and digitalisation have been integrated into the network's work should be outlined.
- **Presentation of the proposed partnership:** In the application form, applicants are requested to present all partners included in the partnership. More especially applicants are requested to highlight:
 - The local situation of partners in relation to the policy issue/topic addressed by the network
 - The experience of partners in dealing with the policy issue/topic addressed by the network and their potential contribution to the exchange and learning activities
 - The specific needs and expected results of partners and how URBACT can respond to these needs
- **Description of the main activities to be implemented:** applicants shall describe how the main activities included under the Work Packages will be implemented. More especially applicants are requested to detail the proposed approach for the production of the Baseline Study and to present their communication approach at local and network levels. Description of the activities at local level should list the proposed actions to be implemented.
- **Description of the Network Team:** applicants shall describe the experience of the proposed Lead Partner and Project Coordinator. Applicants shall indicate the needs identified by the network for the use of URBACT Lead Expert and Ad-Hoc Experts to assist the network.
- **Budget:** applicants shall provide information about the budget required to deliver the activities proposed based on five budget categories. An individual Project Partner budget shall also be provided. More detailed information on budgetary issues can be found in section 6 of this document and in the Guide for Action Networks.

For the preparation of high-quality network proposals, applicants are strongly advised to refer as well to the explanations and suggestions provided in the Guide for Action Networks.

SECTION 9 – ADMINISTRATIVE AND FINANCIAL REQUIREMENTS

→ State Aid

Applicants responding to the call for Action Networks must undergo an assessment to determine whether their proposed activities involve a potential risk of State aid.

State aid is defined as any aid granted by a Member State or through State resources in any form whatsoever which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods, insofar as it affects trade between Member States.

Partners that are part of network application forms have to respond to an EU survey regarding the state aid issue available at this [link](#) before by 17 June 2026 - 15.00 CEST.

To support applicants in this process, specific State aid guidance for applicants is available [here](#).

Applicants are responsible for ensuring that the information provided is accurate and complete. Any declaration made in the survey may be subject to verification during the assessment of the application and throughout the implementation of the project.

This declaration on state aid is analysed by the Managing Authority/URBACT Joint Secretariat in parallel with the project assessment. As regards the documentation and information provided on the state aid issue, the Managing Authority/URBACT Joint Secretariat will give the opportunity, if needed, to partners to complement in order to clarify and allow a proper assessment of compliance with state aid rules.

If a risk of State aid is confirmed after the assessment(s), appropriate measures will be implemented, with approval of the Monitoring Committee, to ensure that the aid is compatible with internal market rules.

SECTION 10 – IMPORTANT DATES FOR APPLICANTS

Applicants are invited to take note of the following five milestones:

> URBACT Secretariat webinars on the call in 2026: save the dates!

- 1st April 2026 –10.00 - 11.00: [Call presentation & how to build a strong partnership for an Action Network](#)
- 12 May 2026 - 10:00 - 11:00 CET: [Exchange and learning during the network journey](#)
- 27 May 2026 - 10:00-11:00 CET: [Time to submit your application: tech & troubleshooting](#) (for candidate Lead Partners)
- 29 May 2026 – 10.00-11.30 CTE: [How to write good applications using storytelling techniques](#)
- 9 June 2026 - 10:00 - 11:00 CET: [Final troubleshooting](#) (for candidate Lead Partners)

> Submission of proposals

Applications shall be submitted online by **17 June 2026²³ - 15.00 CEST at the latest**, following the procedure outlined above in section 7. The application package should be also sent by e-mail by 18 June 2026 - 15.00 CEST at the latest.

²³ The online tool for submitting Proposals, SYNERGIE-CTE, will close at 15:00 CEST on 17th June 2026. More detailed information about the submission procedure, list of required documents and deadline is provided in section 7 of the present Call for Proposals.

> **Approval**

Eligible project proposals will be submitted to the URBACT Monitoring Committee for approval of funding late October 2026. Approved networks will start working officially on 1st November 2026.

> **Selection and appointment of Lead experts:**

Notification e-mails shall be sent to the approved networks late October 2026. Interviews for the selection of the approved networks' Lead Experts will take place from early November 2026, with the URBACT Secretariat and the Lead Partner. Several time slots will be proposed.

> **Network launch meeting**

Lead Partners (LPs) and URBACT Validated Lead Experts (LEs) of approved projects **MUST** attend the networks launch meeting organised shortly after the start of the networks. This meeting will take place in January 2027 (dates to be confirmed).

> **URBACT Summer University 2027**

Cities and Lead Experts of approved projects **MUST** attend the URBACT University 2027. This University will last three days and it is planned to take place in 2027.

URBACT Universities are large transnational trainings, with around 400 participants from Action Networks' cities, usually organised over 3 days aiming to provide URBACT networks' partners and their local stakeholders with tools and methods to develop integrated and participatory approaches for the design and implementation of urban policies. **As this is a major capacity-building event, attendance of all Lead Partners, Lead Experts and Project Partners is compulsory.**

SECTION 11 – USEFUL RESOURCES

→ URBACT Joint Secretariat

Applicants may contact members of the URBACT Joint Secretariat for clarification related to the submission of applications. For all questions concerning the Call for Proposals for Action Networks, applicants are invited to contact the URBACT Joint Secretariat at the following dedicated e-mail address AN@urbact.eu.

→ Frequently Asked Questions (FAQ)

A Frequently Asked Questions (FAQ) section is available on the URBACT website: <https://urbact.eu/get-involved>

→ Key Documents

For the preparation of their application, applicants are invited to refer to the following documents in addition to the Terms of Reference:

- [Guide to Action Networks](#)
- [URBACT IV Cooperation Programme](#)
- URBACT IV [Programme Manual](#) – Book 1
- SYNERGIE-CTE Practical Guide for the creation and submission of applications

Key documents are available on the webpage [here](#).

→ Partner Search Tool

A specific tool dedicated to assisting with the partner search has been developed on the URBACT website. It can be accessed at this address: <http://urbact.eu/partnersearchtool>

→ National URBACT Points

National URBACT Points are in charge of communicating to cities and urban professionals in their respective countries in native languages. They also provide support to URBACT beneficiary cities in terms of communication, capacity-building, sharing of knowledge, and connection with other EU and national funds.

For this call of Action Networks, most of the National URBACT Points will organise info sessions from March to May 2026, to be announced on urbact.eu/get-involved.

More information and contact details about National URBACT Points can be found at this link: <https://urbact.eu/how-find-us>.

SECTION 12 – COMPLAINTS PROCEDURE

Lead Partners of rejected project proposals are informed in writing about the reasons why an application was not eligible or not approved. Questions in relation to the assessments will be examined and answered by the URBACT Managing Authority/Joint Secretariat. Projects that have not been selected for funding have the right to file a formal complaint about the decision of the Monitoring Committee.

In principle, complaints can only be lodged against the following criteria: (1) the assessment does not take into consideration information supplied in the application and (2) the project assessment and selection process failed to comply with the specific procedures laid down in the call publication and Programme Manual, which as a consequence may have affected the decision.

Only the project's Lead Partner can file a complaint. Potential Project Partner complaints have to be passed through the Lead Partner. Complaints should be submitted electronically to the URBACT Joint Secretariat within 3 weeks after the official notification of the non-selection of the project by the Managing Authority. This deadline shall not prejudice the start of the other projects approved by the Monitoring Committee.

The complaints will be examined and answered by a complaint panel involving the Chair of the URBACT Monitoring Committee, the URBACT Managing Authority/Joint Secretariat and the Chair of the External Assessment Panel. If deemed necessary, the complaint panel may decide to submit a complaint to the Monitoring Committee of the Programme for review.

ANNEX 1 – MAIN COMPONENTS OF THE APPLICATION FORM

1. PROJECT SYNTHESIS
1.1. Project identity (incl. title and duration)
1.2. Summarised description of the challenge to be addressed
1.3. Proposed partnership
1.4. Links to the Cohesion Policy Objectives
1.5. Total budget
2. PRESENTATION OF PROJECT PROPOSAL
2.1. Thematic Content
2.1.1. Description of the issue/policy challenge to be addressed (<i>word limit to apply</i>)
2.1.2. Link to European urban policy context 2021-2027 (<i>word limit to apply</i>)
2.2. Shall the proposal contribute to the URBACT Specific Objective 2
2.3. How will gender-equal policy making be addressed by the network? Please provide concrete examples (<i>word limit to apply</i>)
2.4. How will green transition be addressed by the network? Please provide concrete examples (<i>word limit to apply</i>)
2.5. How will digital transition be addressed by the network? Please provide concrete examples (<i>word limit to apply</i>)
2.6. Please explain in a concrete manner what is the added value of this network related to the theme proposed? Please provide concrete examples (<i>word limit to apply</i>)
3. RATIONALE OF PROPOSED PARTNERSHIP
3.1. Profile of the Lead Partner City
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 and proposed actions for implementation
3.1.3. Local links to Sustainable Urban Development through Cohesion Policy (through IPA flagships and priorities where relevant)
3.1.4. Motivation and commitment of each city to join the network
3.1.5. Local Stakeholders to be involved in the URBACT Local Group
3.1.6. Potential for actions to be funded/ implemented
3.2. Please explain in a concrete manner why it makes sense for these cities to work together?
4. ACTIVITIES AND EXPECTED OUTPUTS
4.1. Description of Work Package 1. Network management
4.1.1. Organisation of the project coordination
4.1.2. Proposed approach to network-level and local-level communication
4.1.3. Activities to be implemented under WP1
4.2. Description of Work Package 2. Network Level Activities
4.2.1. General framework for Network Level Activities
4.2.2. Proposed content, tools and methods for the transnational exchange and learning activities
4.2.3. Expected outputs under WP2
4.3 Description of Work Package 3. Local Level Activities

4.3.1	General framework for Local Level Activities
4.3.2	Short description of the principles for linking transnational activities under WP 2 and local activities under WP3
4.3.3	Expected outputs under WP3
5.	PROJECT WORK PLAN
6.	PROJECT MANAGEMENT AND LEADERSHIP
6.1.	Lead partner experience (highlights of city's experience)
6.2.	Experience of proposed project coordinator
6.3.	Presentation of the Lead Partner's project team (roles and responsibilities)
7.	USE OF EXPERTISE
7.1.	Proposed use of expertise resources allocated by the Programme
7.1.1.	Proposed use of URBACT Lead Expertise
7.1.2.	Proposed use of URBACT Ad-Hoc Expertise
8.	BUDGETARY PROPOSAL
8.1.	Financial contribution by Partner and source (incl. EU funds, relevant funds and local contribution)
8.2.	EU funds & other relevant funds per year
8.3.	Expenditure per Partner, per year and budget subcategory
8.4.	Expenditure per year and budget category
8.5.	Project cost per budget line
8.6.	Project costs per budget category – Justification/Explanation
9.	SIGNATURE
Signature of the Lead Partner/project coordinator	

ANNEX 2 - TEMPLATE LETTER OF COMMITMENT FOR THE LEAD PARTNER

The text shall be inserted in the Lead Partner's headed paper with the relevant project data.

URBACT IV Managing Authority

20, Avenue de Ségur
TSA 10717
75334 Paris Cedex 07
France

Dear Madam, Sir,

The city of [... *name of the institution*...] confirms its commitment to be the Lead Partner in the activities of the URBACT *Action Network* proposal entitled [...*project title* ...].

The specific challenge we wish to address as a Lead Partner in this *Action Network* is [...*brief description of the theme*.....].

We are convinced that by working through this URBACT network, we will be able to better address these challenges. In this context, if the proposal is approved within the framework of the URBACT IV Programme, we will ensure the overall coordination of the network, take on roles and implement activities as indicated in the application work programme. More especially, we commit to organise transnational meetings, to consolidate the partnership, to coordinate the production of the Network Roadmap (Baseline Study), to identify key local stakeholders to be involved and to produce a communication plan.

To this end we also formally commit to engaging the funds needed to co-finance the [...*ERDF or CH/NO or IPA funds or NDICI funds project*...]²⁴.

The details of this contribution are outlined within the application.

Yours sincerely²⁵

Name in capital letters:

Function

Official stamp

²⁴ To be chosen according to the relevant fund concerned.

²⁵ The signing person has to be a legal representative with authority to sign for the Lead Partner and in the position of committing the institution's resources to be engaged in the project (staff, budget, etc.).

ANNEX 3 – TEMPLATE LETTER OF COMMITMENT FOR A PROJECT PARTNER

The text shall be inserted in the Partner's headed paper with the relevant project data.

URBACT IV Managing Authority

20, Avenue de Ségur

TSA 10717

75334 Paris Cedex 07

France

Dear Madam, Sir,

The city of [.....*name of partner institution*.....] confirms its commitment to be Project Partner in the activities of the URBACT Action Network proposal entitled [.....*title of project*.....] led by [.....*name of Lead partner institution*.....].

The specific challenge we wish to address in this Action Network as a Project Partner is [.....*brief description of theme addressed*.....].

We are convinced that by working through this URBACT network, we will be able to better address these challenges. In this context, if the proposal is approved within the framework of the URBACT IV Programme, we will participate in the project, take on roles and implement activities as indicated in the application work programme. More especially, we commit to participate in the transnational meetings planned, to contribute to the production of the Network roadmap (Baseline study), to identify key stakeholders to be involved and to contribute to the production of the communication plan.

To this end we also formally commit to engaging the funds needed to co-finance [...*ERDF or CH/NO or IPA funds or NDICI funds project*...]²⁶. The details of this contribution are outlined within the application.

Yours sincerely²⁷

Name in capital letters:

Function

Official stamp

²⁶ For project partners, to be chosen according to the relevant fund concerned.

²⁷ The signing person has to be a legal representative with authority to sign for the Lead Partner and in the position of committing the institution's resources to be engaged in the project (staff, budget, etc.).

ANNEX 4 - TEMPLATE OF THE STATE AID SELF-ASSESSMENT QUESTIONNAIRE

The questionnaire is available through EUSurvey at the [this link](#).

1. Project identification

Project acronym	
Project title	
Synergie CTE identification number	
Name of the lead partner organisation	
Are you Lead partner?	☐ Yes ☐ No
If no to the previous question, what is the name of your organization?	

2. Applicant self-assessment

Nr	Description	Yes	No	Comments
1	<u>Economic activities</u> First-level State aid: Will the project activities involve economic activities (that could be carried out by private entities for profit)? Second-level State Aid: Is the final recipient an undertaking?	☐	☐	<i>Please justify of your self-evaluation and state which activities in the project can be considered as economic if applicable (mandatory).</i>
2	<u>Economic advantage</u> First-level and Second-level State aid: Does the project confer an economic advantage to your organization or third parties involved in your project that is not available to others under normal market conditions?	☐	☐	<i>Please justify your self-evaluation and state which third parties (in case of second-level State Aid) can be considered as potential recipient(s) of an undue economic advantage through the project (mandatory).</i>
3	<u>Use of State resources</u> First-level and Second-level State aid: Is the advantage granted through state resources,	☐	☐	<i>Mandatory justification.</i>

	including EU funding managed by national authorities?			
4	<u>Selectivity</u> First-level and Second-level State aid: Is the aid granted selectively to your organization or third parties involved in your project, or is it part of a general measure applicable to all undertakings?	☐	☐	<i>Mandatory justification.</i>
5	<u>Effect on competition and trade</u> Could the aid potentially distort competition by strengthening your organization's or third parties position compared to competitors?	☐	☐	<i>Mandatory justification.</i>
6	<u>Risk of state aid</u> According to the answers provided to all questions above, do you think that your involvement or the involvement of third parties in the project can represent a risk of state aid?	☐	☐	<i>Please justify your assessment of state aid risk and list any partner(s) that can represent a risk? (mandatory)</i>
7	<u>Adequacy of measures</u> First-level State Aid: If the answer to question 6 is YES appropriate measures must be taken (e.g., application of GBER Article 20 or Article 20a or De Minimis Regulation). Could you please mention in the column "Comments" the State Aid Scheme chosen by your organization in the framework of this project and justify your answer. Second-Level State Aid: If the answer to question 6 is YES what measures are in place in your project proposal? Please also indicate which State aid scheme has been selected to monitor the risk of second-level State aid.	(Mandatory)		

3. State aid categories

Following the assessment above, the project partner classify its activities into one of the following categories (please refer to URBACT IV State Aid Guidance for applicants):

Category A	☐ No State Aid	<i>Please justify your conclusion (mandatory).</i>
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Category B1	☐ State aid granted under the De Minimis Regulation	<i>Please justify your conclusion (mandatory).</i>
Category B2.a.	☐ State aid exempted under the General Block Exemption Regulation (GBER) Article 20a – Aid for ETC projects	<i>Please justify your conclusion (mandatory).</i>
Category B2.b.	☐ State aid exempted under the General Block Exemption Regulation (GBER) Article 20 – Aid for costs incurred by undertakings participating in ETC projects	<i>Please justify your conclusion (mandatory).</i>
Category B3	☐ State Aid requiring notification	<i>Please justify your conclusion (mandatory).</i>
Category C²⁸	☐ Other State Aid category compatible with exemptions	<i>Please justify your conclusion and explicitly indicate the State aid scheme selected (e.g. SGEI, other GBER Articles, etc.) (mandatory).</i>

²⁸ This category is included in order to allow the selection of any other compatible State aid category that is not explicitly listed here.

4. SME definition

Staff Headcount	_.....employees (full-time equivalent)
Annual turnover (last approved accounts)	€.....
Based on the criteria above, the organisation qualifies as:	☐ Micro enterprise (<10 employees and ≤ €2m turnover/balance sheet) ☐ Small enterprise (<50 employees and ≤ €10m turnover/balance sheet) ☐ Medium-sized enterprise (<250 employees and ≤ €50m turnover or ≤ €43m balance sheet) ☐ Large enterprise (≥250 employees or above SME thresholds)
Enterprise type (in accordance with EU SME definition)	☐ Autonomous enterprise ☐ Partner enterprise ☐ Linked enterprise

The undersigned hereby declares that the information provided in this self-assessment, including the elements related to State Aid compliance and enterprise classification, is complete, accurate and based on the latest available approved accounts and supporting documentation.

Name:

Position:

Date:

Signature