

Application Form Courtesy Working Document EUROPEAN URBAN INITIATIVE – INNOVATIVE ACTIONS

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Please note that this document is a working document which purpose is solely to help European Urban Initiative – Innovative Actions (EUI-IA) applicants in developing their Application Form.

This document will not be considered as a formal Application Form.

Only Application Forms submitted through the online Electronic Exchange Platform (EEP), will be considered by the European Urban Initiative Permanent Secretariat (Permanent Secretariat).

Please note that the working version below represents a simplified version of the full Application Form template available in the EEP. Furthermore, there is no guarantee that this version corresponds 100% to the latest official version included in the EEP. You are strongly encouraged to login in to the EEP as early as possible. Do not wait until the last days of the Call for Proposals.

Please read the Call Terms of Reference and EUI-IA Guidance before starting to complete the Application Form.

Character limits are to be considered including spaces. Furthermore, some elements of the Application Form will be automatically generated in the EEP. However, it may help projects to fill them in the working document to have the complete overview of the project.

As a final reminder to all applicants, please bear in mind that project proposals are evaluated by assessors that are not familiar with the specific context and challenges of your urban areas, therefore information provided in the Application Form should be clear, sufficiently detailed, and easy to grasp.

Examples have been included in this document in order to help the reader's understanding.
These examples are purely illustrative.

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PART A – PROJECT SUMMARY

A.1 PROJECT IDENTIFICATION

Project acronym		<i>[30 characters]</i>
Project title		<i>[250 characters]</i>
Project number		<i>Automatically generated when project is saved for the 1st time</i>
Name of the Main Urban Authority		<i>Automatically filled in</i>
ERDF rate		<i>Max 80%</i>
Project duration	Start date	<i>Indicative start date defined in the Terms of Reference of the relevant Call for Proposals</i>
	End date	<i>Max 3.5 years after start date</i>
	Total number of months	<i>Automatically calculated</i>
Topic		<i>Drop-down menu with topics related to the specific Call for Proposals. Applicants are requested to select only one of the topics proposed for each Call for Proposals.</i>

A.2 PROJECT SUMMARY

Project summary description
<i>[1500 Characters]</i> <i>Briefly and clearly describe the (1) challenge to be addressed, the proposed (2) solution, why it is (3) original and innovative as well as the (4) change you want to make to the actual situation (i.e., the expected result).</i>

Table automatically generated/filled with information from the Work Plan

Budget – breakdown per funding sources and partners								
Partner		ERDF co-financing (maximum 80%)		Contribution (minimum 20%) <i>Partners need to secure public or private contributions to complete their budget with at least 20%</i>			Total (100%)	
Partner	Country	EUR	ERDF rate	Public	Private	Total	Budget	% of project budget
PP1								
PP2 ...								
TP1 ...								
Total								

PART B – PARTNERSHIP

B.1 PARTNERSHIP - SUMMARY TABLES

B.1.1 Relevance of the Partnership: why are these Partners needed to implement the proposed solution and to achieve project objectives

[2000 Characters]

Describe the structure of your Partnership. Explain why these Partners are needed to deliver the proposed innovative solution and to achieve project objectives. Describe how the proposed Partnership is balanced and complementary with regards to all relevant governance levels and thematic sectors (vertical and horizontal multi-level and multi-stakeholder cooperation) for a successful implementation of the innovative solution. Please note that it is recommended that representatives from all relevant actors are included in the Partnership: i.e., public authorities, industry, academia and civil society (Quadruple Helix).

B 1.2 Relevance of the Partnership: contribution and role of the Partners in the implementation of the proposed solution

[2000 Characters]

What is the contribution of each Partner to the project? Please describe the role and involvement of each Partner in the implementation of the proposed innovative solution. Please include reference to each Partners' thematic competences, expertise and experiences. Please note that MUA or at least one Partner should demonstrate experience in international transfer and/or networking activities, in order to successfully implement transfer activities. Therefore, please provide information about MUA's/Partners' experience in international transfer and/or networking activities.

Total number of inhabitants: *(the total number of inhabitants comes from Urban Authority(ies)'s profile(s) and is automatically aggregated here)*

Table automatically generated from Partners' profiles

Role	Name of organisation	Country
Main Urban Authority	XXX	X
Associated Urban Authority	YYY	X
Delivery Partner	ZZZ	X
Delivery Partner	WWW	X
Transfer Partner	VVV	X

B.2 – MAIN URBAN AUTHORITY

Main Urban Authority	
Name of organisation (original)	<i>[100 Characters]</i>
Name of organisation (English)	<i>[100 Characters]</i>
Organisation type	Local urban authority
Legal status	
Member State	

Number of inhabitants	<i>Applicants shall report the figures indicated in the relevant EUROSTAT Correspondence Table. For more information, please check the Terms of Reference.</i>
Comments	<p>[1500 Characters]</p> <p><i>If more recent official census figures are available, you can use these and provide the official source of the more recent figures (e.g. national census).</i></p> <p><i>In case of organised agglomeration applying as Main Urban Authority, please list all the constituting municipalities of the organised agglomeration.</i></p> <p><i>For Urban Authorities located in Portugal, Ireland, Greece, Malta and Latvia, please also list all infra-municipal units (parishes) or statistical units (electoral wards).</i></p> <p><i>For more information, please refer to Chapter 1.5 of the EUI-IA Guidance.</i></p>
Department(s)/unit(s)/division(s) concerned	<p>[500 Characters]</p> <p><i>List here the departments, units and divisions that will be involved in the implementation of the project. For each department/unit/division provide information on the specific role in the Implementation phase</i></p>
Contact person, legal representative and contact details	<p><i>Provide the name, title and contact details of the person who will serve as project main contact person. This person will be the main contact person for the Permanent Secretariat during the implementation of the project.</i></p> <p><i>Provide the name, title and contact details of the legal representative of the Main Urban Authority.</i></p> <p><i>Be aware that the contact person and legal representative listed here will be the only ones receiving notifications from the Permanent Secretariat during the selection process.</i></p>
Address, street, post code, town, NUTS2, NUTS3	
VAT number	
VAT recoverable	<i>Drop down menu with: yes, no, partly</i>
Staff costs claimed on the basis of:	<p><i>Drop down menu with the 2 different cost options:</i></p> <ul style="list-style-type: none"> - 20% Flat rate (of all direct Partner costs except staff) - Standard unit costs

Total Partner Budget

ERDF (€)	TOTAL (€)

B.3 – ASSOCIATED URBAN AUTHORITY

+ “Add more” button (to add Associated Urban Authorities)

In the case of associations or groupings of urban authorities having a legal status of organised agglomeration, only the organised agglomeration shall be listed in the section B.2 as Main Urban Authority.

In the case of associations or groupings of urban authorities without a legal status of organised agglomeration or grouping of urban authorities willing to apply jointly, applicants shall identify and list one urban authority as the Main Urban Authority (section B.2) and the other urban authorities as Associated Urban Authorities (section B.3 below).

For detailed information on the eligible urban authorities and more especially on the organisations recognised as organised agglomerations in the framework of the EUI-IA, please refer to Chapter 1.5 of the EUI-IA Guidance. For detailed information on the roles and responsibilities of Associated Urban Authorities (and Delivery Partners) please check the EUI-IA Guidance, Chapter 2.1.2.

Associated Urban Authority	
Name of organisation (original)	[100 Characters]
Name of organisation (English)	[100 Characters]
Organisation type	Local urban authority
Legal status	
Member State	
Number of inhabitants	<i>Applicants shall report the figures indicated in the relevant EUROSTAT Correspondence Table. For more information, please check the Terms of Reference.</i>
Comments	<p>[1500 Characters]</p> <p><i>If more recent official census figures are available, you can use these and provide the official source of the more recent figures (e.g. national census).</i></p> <p><i>For more information, please refer to Chapter 1.5 of the EUI-IA Guidance.</i></p>
Department(s)/unit(s)/division(s) concerned	<p>[500 Characters]</p> <p><i>List here the departments, units and divisions that will be involved in the implementation of the project. For each department/unit/division provide information on the specific role in the implementation phase.</i></p>
Contact person, legal representative and contact details	<p><i>Provide the name, title and contact details of the person who will serve as main reference within the organisation during the implementation of the project.</i></p> <p><i>Provide the name, title and contact details of the legal representative of the Associated Urban Authority.</i></p>
Address, street, post code, town, NUTS2, NUTS3	
VAT number	
VAT recoverable	<i>Drop down menu with: yes, no, partly</i>

Staff costs claimed on the basis of:	<i>Drop down menu with the 2 different cost options:</i> <ul style="list-style-type: none"> - 20% Flat rate (of all direct Partner costs except staff) - Standard unit costs
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Total Partner Budget

ERDF (€)	TOTAL (€)

B.4 – DELIVERY PARTNERS

+ “Add more” button (to add Delivery Partners)

Delivery Partner	
Name of organisation (original)	[100 Characters]
Name of organisation (English)	[100 Characters]
Organisation type	<p><i>Please select the organisation type from the drop-down menu:</i></p> <ul style="list-style-type: none"> • Local public authority • Regional public authority • National public authority • Sectoral agency • Infrastructure and (public) service provider • Interest groups including NGOs • Higher education and research organisations • Education/training centre and school • Enterprise, except SME • SME • Business support organisation • EGTC • International organisation, EEIG • General public • Hospitals and medical centres • Other <p><i>Note: If 'Other' selected, please specify within the 'Partner description...' text box below, the type of organisation.</i></p>
Legal status	
Member State	
Partner description and department/unit/division concerned	<p>[1500 Characters]</p> <p><i>Provide a short description of the organisation including indicative number of employees and experience in the</i></p>

	<i>management and or participation to EU-funded projects. Please provide a link to the organisation's website.</i> <i>If relevant, list the departments, units and divisions that will be involved in the implementation of the project.</i>
Contact person, legal representative and contact details	<i>Provide the name, title and contact details of the person who will serve as main reference within the organisation during the implementation of the project.</i> <i>Provide the name, title and contact details of the legal representative of the Delivery Partner.</i>
Address, street, post code, town, NUTS2, NUTS3	
VAT number	
VAT recoverable	<i>Drop down menu with: yes, no, partly</i>
Staff costs claimed on the basis of:	<i>Drop down menu with the 2 different cost options:</i> <ul style="list-style-type: none"> - <i>20% Flat rate (of all direct Partner costs except staff)</i> - <i>Standard unit costs</i>

Total Partner Budget

ERDF (€)	TOTAL (€)

B.5 – TRANSFER PARTNER

+ “Add more” button (to add Transfer Partners – maximum 3)

Transfer Partner	
<i>At application stage this section is read-only. The information related to the three Transfer Partners is automatically filled in. Once all Transfer Partners have been selected, the Main Urban Authority will be able to enter all relevant information in this section.</i>	
Name of organisation (original)	<i>[100 Characters]</i>
Name of organisation (English)	<i>[100 Characters]</i>
Organisation type	Local urban authority
Legal status	
Member State	
Partner description and department/unit/division concerned	<i>[1500 Characters]</i> <i>List here the departments, units and divisions that will be involved in the implementation of the project. For each department provide information on the specific role in the implementation phase.</i>

Contact person, legal representative and contact details	<i>Provide the name, title and contact details of the person who will serve as main reference within the organisation during the implementation of the project.</i> <i>Provide the name, title and contact details of the legal representative of the Transfer Partner.</i>
Address, street, post code, town, NUTS2, NUTS3	
VAT number	
VAT recoverable	<i>Drop down menu with: yes, no, partly</i>

Total Partner Budget

ERDF (€)	TOTAL (€)

PART C – PROJECT DESCRIPTION

C.1 PROJECT RELEVANCE AND INNOVATIVENESS

C.1.1 Main challenge(s) to be addressed

[2500 Characters]

What is the main urban challenge(s) that will be tackled by the project? Explain why you chose to address this challenge. Include a short description of the context of the urban area by describing the extent of the challenge to be addressed, its breadth and depth at local level and its different dimensions (social, economic and environmental dimensions of the challenge). Please describe how the identified challenge(s) is/are relevant to the topic of the Call for Proposals.

C.1.2 Proposed solution

[2500 Characters]

Describe the innovative solution you propose in order to tackle the main challenges identified above. Clearly describe the proposed solution (presenting the main strands of activities) and explain why and how it will address the challenge(s) in the urban area (place-based approach¹). Please include reference on how the objectives and expected results of the proposal will lead to the desired change (i.e. tackle the challenge).

Describe how the proposed solution provides a significant and durable contribution (beyond project end) to address the challenges targeted in the relevant urban area.

C.1.3 Ownership of the Urban Authority(ies)

[1500 Characters]

The European Urban Initiative is looking for “city-led” innovation projects, meaning projects where the urban authority seizes the identified challenge and takes ownership of the solution. This will contribute to strengthen the long-term sustainability of the piloted innovative solution and the urban authority’s commitment for scaling it up after the project’s end date

Demonstrate the urban authority’s ownership of the project by explaining what the urban authority’s role in the Partnership is and how it will be involved in the experimentation. Explain how the proposed innovative solution is relevant for the urban authority as a public institution (what the urban authority would like to gain from the implementation of the innovative solution). To illustrate the leading role of the urban authority you can provide examples of how the Partnership was created or what was the genesis of identifying/formulating the proposed innovative solution.

C.1.4 The proposed solution has not been previously tested

[1500 Characters]

Demonstrate that the proposed solution is innovative. Demonstrate that the proposed solution (and its main components) has not been previously tested and implemented on the ground in the concerned urban area and elsewhere in Europe.

¹ For more information on the concept of place-based approach to urban development, applicants can consult the New Leipzig Charter (https://ec.europa.eu/regional_policy/sources/docgener/brochure/new_leipzig_charter/new_leipzig_charter_en.pdf), where the following definition can be found: “Places should be regarded as reference points for an integrated horizontal and vertical approach. Urban strategies and urban funding instruments should be based on sound analysis of the specific local situation, especially potential benefits and risks, stakeholders and restrictions, while following place-based development. This will enable endogenous urban transformation and reduce local socioeconomic inequalities. Appropriate formal and informal instruments should cover all spatial levels, from neighbourhoods to local authorities and wider functional areas including the metropolitan level.”

C.1.5 The proposed solution builds on and goes beyond existing practices

[2000 Characters]

Justify how your solution goes beyond existing practices. Provide at least 3 references of existing practices.

To fill in this section, urban authorities are requested to carry out a benchmark analysis of relevant existing good practices (in Europe and beyond) to explain how and to what extent the proposed solution is different from existing good practices and how and to what extent it will build upon these. Existing online databases (e.g. CORDIS for Framework Programmes, IEE and LIFE projects database etc.) and cities' networks best practices and working groups (e.g. URBACT, Eurocities, Energy Cities, etc.) are potential relevant sources of information to carry out your benchmark.

C.1.6 Relevant specific objectives of the EU Cohesion policy 2021-2027

Please select from the drop-down menu the specific objective of the 2021-2027 EU Cohesion policy more relevant to the proposed solution.

- *Specific objective 2.1 "Promoting energy efficiency and reducing greenhouse gas emissions" (Greener Europe)*
- *Specific objective 2.6 "Promoting the transition to a circular and resource efficient economy" (Greener Europe).*
- *Specific objective 2.7 "Enhancing nature protection and biodiversity, green infrastructure in particular in the urban environment, and reducing pollution" (Greener Europe).*
- *Specific objective 4.3 "Promoting the socioeconomic inclusion of marginalised communities, low-income households and disadvantaged groups, including people with special needs, through integrated actions, including housing and social services" (More social and inclusive Europe).*
- *Specific objective 4.6 "Enhancing the role of culture and sustainable tourism in economic development, social inclusion and social innovation" (More social and inclusive Europe).*
- *Specific objective 5.1 "Fostering the integrated and inclusive social, economic and environmental development, culture, natural heritage, sustainable tourism and security in urban areas" (Europe closer to citizens).*

C.1.7 Link to policy and specific objectives of the EU Cohesion Policy (2021-2027)

[1500 Characters]

Please describe how the proposed solution contribute to the selected specific objective of the 2021-2027 EU Cohesion policy, and eventually to further specific objectives targeted by the relevant Call for Proposals. Please mention concrete contribution elements, referring to ongoing Cohesion policy programmes, initiatives, or projects at the regional or national level.

C.1.8 New Leipzig Principles: Integrated approach

[1500 Characters]

To what extent the proposed solution builds on the following principle of the New Leipzig Charter: integrated approach? Describe how the proposed solution considers all relevant areas of urban policies to answer the identified urban challenge. Describe what are the links and externalities (positive and negative) with other policy areas addressed (directly or indirectly) by the proposed solution.

For more information on the concept of integrated approach for sustainable urban development, applicants can consult the New Leipzig Charter² where the following definition can be found: "All areas of urban policy

² Ibidem.

have to be coordinated in a spatial, sectoral and temporal manner. The integrated approach relies on simultaneous and fair consideration of all concerns and interests relevant to urban development. Therefore, it should pool and balance different, partly conflicting, interests as well as the mutual effects of different interventions. Cities need to establish integrated and sustainable urban development strategies and assure their implementation for the city as a whole, from its functional areas to its neighbourhoods."

C.1.9 Green and digital transitions

[1500 Characters]

For the 2021-2027 EU programming period, special attention is given to tackling environmental and climate challenges, in view of the transition towards a climate-neutral economy by 2050, the goal set in the European Green Deal. Digital technologies are foreseen as one of the crucial tools to achieve it.

Explain how the proposed solution makes a clear contribution to the green and digital transitions aiming at reaching EU climate neutrality. Demonstrate how your project is in line with the efforts to tackle environmental and climate challenges and provide concrete examples how it contributes to them (e.g. it includes "zero carbon" or green services, or activities/actions reducing carbon footprint).

Provide examples of digital components of your project that you will introduce in order to facilitate the green transition (e.g. activities involving the management of big data, the use of Information and Communication Technology, Artificial Intelligence, the Internet of Things etc.).

C.2 PARTNERSHIP- AND CO-CREATION

C.2.1 Involvement of the wider group of stakeholders in project design and implementation

[2500 Characters]

Briefly list the main key stakeholders (not direct Project Partners) relevant to the proposed solution.

Please describe how they have been involved in the project's design phase and how they will be involved throughout the whole project implementation.

For more information on the wider group of stakeholders, please refer to the EUI-IA Guidance, Chapter 2.1.1.

C.2.2 Participation and co-creation

[1500 Characters]

To what extent the proposed solution integrates participation and co-creation processes? Describe how the participation and co-creation processes with inhabitants, civil society networks, community organisations, private enterprises and other relevant stakeholders will occur throughout the whole project implementation.

Please refer to the definition from the New Leipzig Charter³: "Public participation in urban development processes should engage all urban actors, which also strengthens local democracy. Wherever possible, citizens should have a say in processes that impact their daily lives. New forms of participation should be encouraged and improved, including co-creation and co-design in cooperation with inhabitants, civil society networks, community organisations and private enterprises. Experimenting with new forms of participation can help cities manage conflicting interests, share responsibilities and find innovative solutions while also reshaping and maintaining urban spaces and forming new alliances to create integrated city spaces. Public participation is central to the successful delivery of a high-quality built environment."

³ Ibidem.

C.2.3 Target groups

[2000 Characters]

Specify who are the target groups directly benefitting from the proposed solution (e.g. young unemployed people, SMEs, asylum seekers, etc.). Provide an estimation of how many people for each target group will directly benefit from project outputs and results and explain how.

C.3 PROJECT OBJECTIVES, RESULTS AND OUTPUTS

EUI-IA projects are requested to work in a result-oriented framework: i.e defining expected results from the outset of the project; what is to be achieved through the project, by when, and how it will be measured.

In this section you are requested to provide information on the Intervention Logic of the project and in particular on the following elements: project objectives, results, outputs, and indicators.

The application of a result-oriented approach should be demonstrated in the Application Form through section C.3 and D – Work Plan (as declination of the Intervention Logic into concrete activities, deliverables and outputs). For more information on the EU-IA project Intervention Logic, please refer to the EUI-IA Guidance, Chapter 2.2.1.

For more information about mentioned elements and their meaning for urban authorities, you can refer to the URBACT Guide - Applying the results framework to Integrated Actions Plans⁴.

C.3.1 Main objective

[700 characters]

Describe the main objective you want to achieve through the proposed project. Describe what do you aim to achieve by the end of your project and how this is in line with the objectives of the Call.

C.3.2 Specific objectives

Define up to maximum 3 project specific objectives that should be linked to main project outputs.

Your objectives should be:

- realistic and achievable by the end of the project;*
- specific: clear and precisely defined (not vague);*
- measurable: at the end of the project you should be able to measure if the objective has been achieved or not.*

+ “Add more” button (to add more specific objectives)

Project specific objective 1
<i>[700 characters]</i>
Project specific objective 2
<i>[700 characters]</i>
Project specific objectives 3
<i>[700 characters]</i>

C.3.3 Expected results

Define up to 3 results that you expect to achieve at the end of project implementation, describing the change in the local situation that you want to see as a consequence of the project implementation (what will the

⁴ <https://urbact.eu/files/applying-results-framework-integrated-action-plans>

local situation look like if the project is successful?). Project's expected results should reflect the change in the local situation that the project will generate if the project is successful. Expected results should be in line with the Call's and EUI indications and they should be relevant and of sufficient scale to target the identified challenge.

Bear in mind that results should be:

- realistic and achievable by the end of the project;
- specific: clear and precisely defined (not vague);
- measurable: expected results should be measured via defined result indicators.

+ "Add more" button (to add more expected results)

Project expected result 1
[700 characters]
Project expected result 2
[700 characters]
Project expected result 3
[700 characters]

C.3.4 Rationale for result indicators
<p>[2000 Characters]</p> <p>Result indicators should be defined to measure project's expected results (i.e. measuring the change in the local situation). Indicated target value should be realistic and achievable by the end of the project.</p> <p>A number of result indicators is predefined in the Terms of Reference of the relevant Call for Proposals. In case predefined indicators are not sufficient or relevant to measure project's expected results, project specific result indicators can be developed.</p> <p>Please provide information on how result indicators have been selected or defined and whether they build on existing indicators (if so, which ones (e.g. existing indexes, ERDF indicators) and did you have to adjust/upgrade them and how) or are introduced by the project. Please explain how the baseline and the target values have been calculated.</p> <p>To help define good quality indicators, please refer to RACER criteria:</p> <ul style="list-style-type: none"> • Relevant: closely linked to the objectives to be reached. They should not be overambitious and should measure the right thing. They should be able to measure the mentioned expected results. • Accepted (e.g. by Project Partners and/or wider group of stakeholders): activities, roles and responsibilities to achieve the target of the indicator need to be well defined. • Credible for non-experts, unambiguous and easy to interpret. Indicators should be simple and clearly defined. • Easy to monitor: e.g. data collection should be possible at low cost. • Robust against manipulation (e.g. administrative burden: If the target is to reduce administrative burdens to businesses, the burdens might not be reduced, but just shifted from businesses to public administration). <p>For more information please refer to the EUI-IA Guidance, Chapter 2.2.1.</p>

C.3.5 Result Indicators

+ “Add more” button (to add Result Indicators)

Name	Description	Unit	Baseline	Target value
<i>[100 Characters] Select relevant predefined indicators from the drop-down menu, or include the title for project specific indicators</i>	<i>[500 Characters] In case of project specific indicators, please provide a description, clearly specifying what is measured, who will measure it and how.</i>	<i>[100 Characters] In case the result indicator is predefined, the unit will be automatically filled in. In case of project specific indicators, please indicate the unit.</i>	<i>[Number] The initial value of the result indicator before the project implementation (to be compared with the final value at the end of the project implementation).</i>	<i>[Number] The expected result indicator's value at the end of the project implementation.</i>

+ “Add more” button

C.3.6 Outputs

Table of outputs automatically generated from the Work Plan

Work Package (number + name)	Output Number	Project output	Output indicator	Unit	Target value of project expected output(s)
WP x _ YYYYY	O.X.X.	<i>Project Output X Please note that an output is what has actually been produced as a result of the funding given to the project – the main project product. It should directly contribute to the achievement of the project results. For more information, please refer to the EU-IA Guidance, Chapter 2.2.1.</i>	<i>Please note that output indicators are used to measure and monitor project outputs. For more information, please refer to the EU-IA Guidance, Chapter 2.2.1.</i>	<i>In case the output indicator is predefined, the unit will be automatically filled in. In case of project specific indicators, please indicate the unit.</i>	<i>The target value provides the expected quantity of the output to be produced.</i>
	O.X.X.	<i>Project Output Y</i>			
	O.X.X.	<i>Project Output Z</i>			

C.4 PROJECT SUSTAINABILITY, SCALING UP AND TRANSFERABILITY

C.4.1 Sustainability and self-sufficiency of the proposed solution

[1500 characters]

Please explain which organisation will own the innovative solution and pay for its maintenance after project end. Explain how you plan to make the innovative solution self-sufficient after project end.

Please mention possible funding sources that have been identified for the proposed solution to be continued after project end, e. g. from Cohesion policy, other public/private investors or the municipality itself.

C.4.2 Durability of project outputs and results

[15000 characters]

Main outputs, deliverables and/or investment elements (if applicable) should be used by relevant target groups after the project's end, in order to have a lasting effect on the territory and the population. Please describe how your outputs/deliverables will be used after the project end and by whom.

C.4.3 Link with other local/regional/national strategies and policies

[1500 Characters]

To which strategies and policies at local/regional/national level does the proposed solution contribute? Is the proposed solution stemming from existing strategies and policies at local/regional/national level? E.g. is the proposed solution one of the actions of existing strategies/policies? Will the proposed solution contribute to the delivery of specific strategies or policies?

Mentioned links and contribution to existing strategies and policies should demonstrate that the innovative solution will be sustainable after project end, being part of a wider framework.

C.4.4 Potential for scaling up of the proposed solution

[1500 characters]

If the proposed solution proves successful is the relevant urban authority ("project owner") committed to scale it up? Describe how the solution will be scaled up. E.g., in which parts of the city can the solution be replicated? Have plans for scaling up been developed? What type of resources (human, political, financial) will be needed?

Please mention possible funding sources that have been identified for the proposed solution to be scaled up after project end (if proven successful), e.g. from Cohesion policy, other public/private investors or the municipality itself.

C.4.5 Evidence of demand for your project in other urban areas, identification of Transfer Partners

[2500 characters]

Demonstrate that the project has identified other European urban areas (geographical areas and/or cities with the relevant characteristics) that could benefit from replicating the proposed innovative solution. You can refer to the cities networks you are part of, known platforms of cooperation, existing working fora focused on the challenges addressed by this Call for Proposals, etc.

Elaborate on how you will identify the most suitable Transfer Partners using these tools and what will you pay attention to while selecting your Transfer Partners. If cities interested in becoming Transfer Partners have been already identified, please specify that with listing them and presenting the motivations/rationale behind.

Please note that EUI-IA project outputs should be used (replicated, scaled up) by other EU cities increasing the impact of the whole Initiative. In fact, a key novelty in comparison to the UIA projects financed during 2014-2020, is the embedment of the transnational transfer component as an integral part of EU-IA projects. For more information on the transfer component, please refer to the EUI-IA Guidance, Chapter 5.

C.4.6 Transferability of the main elements of the proposed solution

[2000 characters]

Please describe the main elements of the proposed innovative solution that can be transferred or replicated in further urban areas across EU. Explain how it can be transferred or replicated in different local context: please describe what are the features and basic conditions (e.g. city size, availability of infrastructure, legal requirements) and resources (human, financial, technical skills) that other urban authorities should ensure in order to replicate the project in their local context. For more information on the transfer component, please refer to the EUI-IA Guidance, Chapter 5.

PART D – WORK PLAN

Table of Work Packages is automatically generated from the Work Plan

Work Package nr.	Title	Start date	End date
1	Preparation and Initiation phase	MM.YYYY Opening date of the Call for Proposals	MM.YYYY The day before the start date of the project
2	Project Management	MM.YYYY Project's start date	MM.YYYY Project's end date
3	Monitoring and Evaluation	MM.YYYY Project's start date	MM.YYYY Project's end date
4	Communication and Capitalisation	MM.YYYY Project's start date	MM.YYYY Project's end date
5 - 8	Thematic	MM.YYYY Up to the applicant to define it per Thematic Work Package (but within 3 years from project start date)	MM.YYYY Up to the applicant to define it per thematic Work Package (but within 3 years from project start date)
9	Transfer	MM.YYYY Up to the applicant to define it but the latest on the 13 th month of the project implementation	MM.YYYY Project's end date
10	Closure	MM.YYYY The day after the project's end date	MM.YYYY 3 months after the start date of this Work Package

The Work Plan is structured around Work Packages. Each Work Package is then organised into activities which lead to deliverables and outputs. You can find below a definition of these different Work Plan elements.

- Activity is a specific task/stage of the project delivery for which resources are used. Each activity shall result in at least one deliverable and/or an output. The planned activities should be necessary and sufficient to achieve the project's objectives and expected results. Any activity carried out in the framework of the project shall be for the direct benefit of the area concerned by the Urban Authority(ies) involved in the project. Be aware that max. 5 activities can be listed per Thematic Work Package.*
- Deliverable is a tangible or intangible object delivered during project activities. It's an intermediary step in the delivery of a project output and usually, one or more deliverables are needed to produce an output. Be aware that max. 3 deliverables can be listed per activity.*
- Output is what has actually been produced as a result of the funding given to the project. It is a main product (in other words: end product) of the project. It directly contributes to the achievement of project result(s). It shall be realistic, specific, concrete and measurable. Each implementation Work Package should lead to the delivery of at least one output. Please note that a similar product*

(e.g. a feasibility study) could be an output in project X, and a deliverable in project Y. A way to help making the distinction is to analyse whether the delivery of a given product has a direct effect on the specific objective of the project. If the effect is not visible yet, then it is very likely that the given product would represent a deliverable in that project.

Activities, deliverables and outputs should include a clear description of what would be achieved in each individual element, reflect the link between them as well as the relevance to the different Work Packages (and therefore to the overall Work Plan).

Applicants are strongly invited to include explicit cross-references to facilitate the understanding of links and complementarities among activities and Work Packages. Cross-references are essential to provide a clear view on the project intervention logic.

Please mention which Partner/s will be involved in/responsible for the delivery of the activities/outputs/deliverables. Partners' involvement should also be reflected in their budget description.

For each activity, describe the main intermediary steps (and corresponding delivery months) necessary for achieving the proposed outputs/results. Pay attention to the logical time sequence between the different activities/deliverables/Work Packages. If the deliverable is of a repetitive nature (i.e. newsletter) please include the last delivery date. In the description specify the start date and when they are expected to be delivered in between (i.e. month 3 – month 4).

Bear in mind that target values that you will indicate for deliverables and outputs should capture the quantity of deliverables/outputs produced, not the expected number of beneficiaries. For example, the target value for a series of training workshops would be 20 (if 20 workshops are foreseen), whereas the number of beneficiaries (e.g. 450 people) should be indicated in the description of the corresponding activity/deliverable.

Work Package nr. 1	Work Package title: Project Preparation and Initiation Phase	Start date	End date	Work Package budget
1.1	Project Preparation <i>Read-only Work Package, no modifications are possible – prefilled start and end date and lump sum</i>	<i>Start date is the actual opening date of the Call for Proposals</i>	<i>Automatic. Activity 1.1 end date is the actual deadline of the Call for Proposals</i>	EUR 25,000
1.2	Project Initiation Phase <i>Read-only Work Package, no modifications are possible – prefilled start and end date and lump sum</i>	<i>Start date is 6 months before the actual start date of the project</i>	<i>Automatic from deliverables of 1.2, end date is the day before the actual start date of the project (start of Implementation phase)</i>	EUR 75,000
Partners' involvement				
Work Package responsible Partner		Main Urban Authority		
Summary				
<i>Work Package Project Preparation and Initiation Phase covers two stages related to project development and getting ready for the implementation, prior the start of the project Implementation phase. Under Project Preparation, the Work Package includes activities needed for the definition and the design of the project proposal (Application Form). Under Initiation Phase, the Work Package includes all tasks that are carried out before the official start of the project implementation and dedicated solely to administrative preparation to receive the EU funds and the set-up of the project management team. Please note that start and end dates for the listed below</i>				

deliverables are indicative and should serve applicants to understand the logic and sequencing of the Initiation Phase steps, as well as to prepare in advance for on-time delivery of the expected deliverables.

Deliverables

Preparation and submission of the Application Form.

Initiation Phase of 6 months to address Selection Committee's Recommendations, enhance project readiness and conduct ex-ante audit.

Deliverable nr.	Deliverable title	Start date	End date
D.1.1.1	<u>Deliverable title</u> Application Form submitted <i>Description: Preparation and submission of the Application Form version 1.</i>	<i>Start date is the actual opening date of the Call for Proposals</i>	<i>End date is the actual deadline of the Call for Proposals</i>
D.1.2.1	<u>Deliverable title</u> Initiation Meeting <i>Description: Remote meeting between the project managers and the Permanent Secretariat to initiate the first contacts, present the overall Initiation Phase process, steps, and calendar, and notably discuss the recommendations from the Selection Committee and the project readiness check.</i>	<i>Start date is the start date of the activity 1.2 (start date of the Initiation Phase)</i>	<i>End date is 2 weeks after the start date of the activity 1.2 (start date of the Initiation Phase)</i>
D.1.2.2	<u>Deliverable title</u> Signature of the Subsidy Contract <i>Description: The Subsidy Contract is the legally binding document between the project and the EUI-IA. It sets out all the conditions under which the project is approved and stipulates the legal basis for funding. It is issued by the EUI Entrusted Entity and sent to the Main Urban Authority to be signed at the beginning of the Initiation Phase.</i>	<i>Start date is the start date of the activity 1.2 (start date of the Initiation Phase)</i>	<i>End date is 2 months after the start date of the activity 1.2 (start date of the Initiation Phase)</i>
D.1.2.3	<u>Deliverable title</u> Set up of the project management team and administrative prerequisites for EU funds reception <i>Description: The project management team is hired to carry out the Initiation Phase and set up the main administrative prerequisites for project management. Information on the</i>	<i>Start date is the start date of the activity 1.2 (start date of the Initiation Phase)</i>	<i>End date is 2 months after the start date of the activity 1.2 (start date of the Initiation Phase)</i>

	<i>composition and contact details of the project management team and bank account details must be filled on the EEP system.</i>		
D.1.2.4	<p><u>Deliverable title</u> EUI – Innovative Actions training seminar</p> <p><i>Description: Compulsory training seminar for project managers to present the basic information to manage an EUI-IA project: project and financial management, reporting, monitoring, control, deviations, changes, communication, and transfer.</i></p>	<i>Start date is the start date of the activity 1.2 (start date of the Initiation Phase)</i>	<i>End date is 2 months after the start date of the activity 1.2 (start date of the Initiation Phase)</i>
D.1.2.5	<p><u>Deliverable title</u> Addressing Selection Committee Recommendations and other adjustments</p> <p><i>Description: To address the list of Recommendations issued by the Selection Committee, the project managers submit to the Permanent Secretariat for validation a proposal reflecting how they intend to address each recommendation (either by providing a clarification and/or by explaining how the necessary adjustments will be reflected in the Application Form).</i></p>	<i>Start date is the start date of the activity 1.2 (start date of the Initiation Phase)</i>	<i>End date is 3 months after the start date of the activity 1.2 (start date of the Initiation Phase)</i>
D.1.2.6	<p><u>Deliverable title</u> Updated Application Form</p> <p><i>Description: Based on the joint work with the Permanent Secretariat carried out in 1.2.5 and 1.2.7, the project Application Form (version 1) must be updated accordingly and submitted in the EEP system within 3 months following the Initiation Meeting. The new version must (i) reflect the Selection Committee Recommendations, (ii) include approved minimum set of Results Indicators, and (iii) potentially reflect minor adjustments to the project Work Plan addressing the readiness check. This new version validated by the</i></p>	<i>Start date is the start date of the activity 1.2 (start date of the Initiation Phase)</i>	<i>End date is 5 months after the start date of the activity 1.2 (start date of the Initiation Phase)</i>

	<i>Permanent Secretariat becomes the new official project document.</i>		
D.1.2.7	<p><u>Deliverable title</u> Readiness check and ex-ante audit</p> <p><i>Description: Project readiness check is carried out by the First Level Control during the ex-ante audit and by the Permanent Secretariat. It covers project management, administrative, financial, and operational issues likely to affect the sound execution of the project and the achievement of targeted project results and examines if the project has a reliable strategy and sufficient anticipation regarding the topics addressed in the Application Form risk management section. A positive outcome is conditional to the successful completion of the Initiation Phase.</i></p>	<i>Start date is 3 months after the start date of the activity 1.2 (start date of the Initiation Phase)</i>	<i>End date is 5 months after the start date of the activity 1.2 (start date of the Initiation Phase)</i>
D.1.2.8	<p><u>Deliverable title</u> Project Monitoring Plan</p> <p><i>Description: Based on the latest version of the Application Form (1.2.6), project managers draft a Monitoring Plan including the main project milestones. This document is jointly agreed with the Permanent Secretariat and will be the basis for the ongoing monitoring throughout project implementation.</i></p>	<i>Start date is the start date of the activity 1.2 (start date of the Initiation Phase)</i>	<i>End date is 6 months after the start date of the activity 1.2 (start date of the Initiation Phase)</i>
D.1.2.9	<p><u>Deliverable title</u> Partnership Agreement signed by all Project Partners and formalized identification of Transfer Partners</p> <p><i>Description: The Partnership Agreement is the legally binding document signed between all Project Partners, setting out all the duties and responsibilities of each Project Partners before, during and after the project implementation. A Partnership Agreement Template is</i></p>	<i>Start date is the start date of the activity 1.2 (start date of the Initiation Phase)</i>	<i>End date is 6 months after the start date of the activity 1.2 (start date of the Initiation Phase)</i>

	<i>provided by the Permanent Secretariat but needs to be tailored to the Partnership needs. An electronic copy of the Partnership Agreement signed by all Partners shall be sent to the Permanent Secretariat. At the end of the Initiation Phase, Transfer Partners must also be formally identified (e.g., letter of intent).</i>		
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Work Package Budget (Project Preparation and Initiation Phase)

Partner name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Sub-total (€)	Total (€)
MUA				EUR 100,000 Lump sum			

Work Package Nr.	Work Package title	Start date	End date	Work Package budget
2	Project Management	<i>Automatic from activities. The Work Package 2 start date should correspond to project start date.</i>	<i>Automatic from activities. The Work Package 2 end date should correspond to the end date of the project.</i>	<i>Automatic total calculated from the Project Partners' budget breakdown below</i>
Partners' involvement				
Work Package responsible Partner				
Involved Partners				
Summary				
<p><i>[1500 characters]</i></p> <p><i>Describe how the management on the strategic and operational level will be carried out in the project, plan your deliverables for each activity according to time and resources needed for the project coordination and management. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.</i></p> <p><i>Note that this Work Package presents a set of 5 predefined activities and 1 additional activity can be added if deemed necessary.</i></p>				
Activities and deliverables				
Activity number	Activity title, description and Partners involved	Start date	End date	

Activity A. 2.1	Activity title Set Up of the Project Management Structures and Governance framework	Start date (MM.YYYY)	End date (MM.YYYY)
	Activity description and Partners involved <i>[750 characters]</i> <i>Please describe how you plan to implement the predefined activity defining management structures and roles, the frequency of the meetings and decision-making procedures, a Rules of Procedures for the right functioning of the management structures, a project management plan (as a reference document throughout the project in terms of organisation, roles, responsibilities, risk management, reporting processes and other management rules) and the governance of the project.</i> <i>Please mention which Partner/s will be involved in the activity.</i>		
D 2.1.1	Deliverable title <i>[100 characters]</i> Deliverable description <i>[750 characters]</i> <i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity.</i>	Target value	Delivery date (MM.YYYY)
Activity A. 2.2	Activity title Project Coordination and Internal Communication among Partnership	Start date (MM.YYYY)	End date (MM.YYYY)
	Activity description and Partners involved <i>[750 characters]</i> <i>Please describe how you plan to implement the predefined activity defining the coordination mechanisms, the day to day and operational management, communication between all levels within the project, the approach to communicate about the project achievements, progresses and delays. Please mention which Partner/s will be involved in the activity.</i>		
D 2.2.1	Deliverable title <i>[100 characters]</i> Deliverable description <i>[750 characters]</i> <i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity.</i>	Target value	Delivery date (MM.YYYY)
Activity A. 2.3	Activity title Project Work Plan Management and Reporting	Start date (MM.YYYY)	End date (MM.YYYY)
	Activity description and Partners involved <i>[750 characters]</i> <i>Please describe how you plan to implement the predefined activity, reflect the monitoring of the progress and delivery of the Work Packages compared to the initial timeline in Application Form, define the internal reporting of the project's Thematic Work Packages after the meetings and decisions on any change during the Implementation phase. Please mention which Partner/s will be involved in the activity.</i>		
D 2.3.1	Deliverable title <i>[100 characters]</i> Deliverable description <i>[750 characters]</i> <i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity.</i>	Target value	Delivery date (MM.YYYY)
Activity A. 2.4	Activity title Project Financial Management	Start date (MM.YYYY)	End date (MM.YYYY)

	<p>Activity description and Partners involved <i>[750 characters]</i></p> <p><i>Please describe how you plan to implement the predefined activity, how you foresee the financial management of the project and reporting procedures for costs/use of budget versus the Work Plan (activities) delivered, within the Partnership and towards the Permanent Secretariat. Define responsibilities, monitoring of financial data by the Main Urban Authority, including ERDF transfers, forecast of budget, reporting of expenses incurred and collection/verification of audit trail. Provide training about the eligibility rules, audit trail and any finances factsheets/ methodology of the EUI-IA. Please mention which Partner/s will be involved in the activity.</i></p>		
D 2.4.1	<p><u>Deliverable title</u> <i>[100 characters]</i></p> <p>Deliverable description <i>[750 characters]</i></p> <p><i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity</i></p>	Target value	Delivery date (MM.YYYY)
Activity A. 2.5	<p><u>Activity title</u> Procurement and Legal proceedings</p>	Start date (MM.YYYY)	End date (MM.YYYY)
	<p>Activity description and Partners involved <i>[750 characters]</i></p> <p><i>Please describe how you plan to implement the predefined activity, reflect on procurement and identified legal proceedings necessary to implement successfully the project (e.g.: EIA, expropriations, authorisations to build/use a given technology in the public space, etc.) in case your project brings investments (equipment and/or infrastructure and construction works – for more information please refer to the EUI-IA Guidance, Chapter 7.2). Please mention which Partner/s will be involved in the activity.</i></p>		
D 2.5.1	<p><u>Deliverable title</u> <i>[100 characters]</i></p> <p>Deliverable description <i>[750 characters]</i></p> <p><i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity</i></p>	Target value	Delivery date (MM.YYYY)
Activity A. 2.6	<p><u>Activity title</u> <i>Additional activity to be added if deemed necessary. Please mention which Partner/s will be involved in the activity.</i></p>	Start date (MM.YYYY)	End date (MM.YYYY)
	<p>Activity description and Partners involved <i>[750 characters]</i></p>		
D 2.6.1	<p><u>Deliverable title</u> <i>[100 characters]</i></p> <p>Deliverable description <i>[750 characters]</i></p> <p><i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity.</i></p>	Target value	Delivery date (MM.YYYY)

Work Package Budget

Please detail the planned costs under the different cost categories at Partner level, specifying how the money will be spent. Costs descriptions should enable a clear reconciliation with the activities proposed in the Work Plan.

Project Partner 1 - Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Total (€)
Allocated Budget Description	Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.1	<p>Automatically calculated.</p> <p>Office and administration costs are covered by a flat rate (15%) of the reported staff costs. No description is therefore needed (the EEP system will automatically indicate N/A).</p> <p>Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.2.</p>	<p>Automatically calculated Travel & accommodation costs of Partners' employees are automatically covered by a flat rate of 5% of the reported staff costs. No description is therefore needed (the EEP system will automatically indicate N/A).</p> <p>Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.3.</p> <p>For example: Participation to 3 meetings/ events to engage citizens and end users, etc.</p>	<p>[200 characters]</p> <p>Further information on the eligible costs under this cost category is to be found in EUI-IA Guidance under Chapter 7.2.4. For example: Catering for Steering Committee events, payment of an e-web management platform, legal consultancy and notarial services, technical and financial expertise, etc.</p>	<p>[200 characters]</p> <p>Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.5. For example: laboratory equipment and devices, 3D printer for the vocational centre, server to manage traffic data, solar panels, batteries to store energy, etc.</p>	<p>Automatically calculated</p> <p>No explanation requested</p>
Amount (€)						
Project Partner 2 - Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Total (€)

<i>Allocated Budget Description</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	
Amount (€)						
Project Partner 3 – Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Total (€)
<i>Allocated Budget Description</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	
Amount (€)						
Project Partner X – Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Total (€)
<i>Allocated Budget Description</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	
Amount (€)						
Total (€)	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>

Indicative budget breakdown per year						
Year	2024	2025	2026	2027	Total	
% budget					100%	
Amount						

Work Package Nr.	Work Package title	Start date	End date	Work Package budget
3	Monitoring and Evaluation	Automatic from the activities. The Work Package 3 start date should correspond to a project start date.	Automatic from the activities. The Work Package 3 end date should correspond to the end date of the project.	Automatic
Partners' involvement				
Work Package responsible Partner				
Other involved Partners				
Summary				
<p><i>[1500 characters]</i></p> <p>Describe how the project monitoring and evaluation will be carried out in the project, plan your deliverables for each activity according to time and resources needed for the project monitoring and evaluation.</p> <p>Note that this Work Package presents a set of 4 predefined activities and 1 additional activity can be added if deemed necessary.</p>				
Activities and deliverables				
Activity number	Activity title, description and Partners involved	Start date	End date	
Activity A. 3.1	<u>Activity title</u> Monitoring of project performance	Start date (MM.YYYY)	End date (MM.YYYY)	
	Activity description and Partners involved <i>[750 characters]</i> <i>This activity focuses on the monitoring of project progress and performance towards the Permanent Secretariat and based on the Monitoring Plan that will be consolidated during the Initiation Phase (see EUI-IA Guidance Chapter 6.1.1 'Preventative monitoring' for details). It includes a systematic collection of information about project activities by monitoring the project's progress and checking if activities are on track, and deliverables/outputs produced. It starts from day one of project implementation and lasts until the end of the project. Please describe how you plan to implement the predefined activity.</i> <i>Please mention which Partner/s will be involved in the activity.</i>			
D 3.1.1	<u>Deliverable title</u> <i>[100 characters]</i> Deliverable description <i>[750 characters]</i> <i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity.</i>	Target value	Delivery date (MM.YYYY)	
Activity A. 3.2	<u>Activity title</u> Establishment of the evaluation framework of the innovative solution	Start date (MM.YYYY)	End date (MM.YYYY)	

	Activity description and Partners involved <i>[750 characters]</i> <i>This activity is about the preparation of the project evaluation methodology and plan - groundwork for evaluation, the scoping, piloting and development of research instruments, the definition of data that will be needed and, if relevant, fine tuning of the project result indicators during the first year of implementation. The definition of the evaluation plan (calendar). Please describe how you plan to implement the predefined activity.</i> <i>Please mention which Partner/s will be involved in the activity.</i>		
D 3.2.1	Deliverable title <i>[100 characters]</i> Deliverable description <i>[750 characters]</i> <i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity.</i>	Target value	Delivery date (MM.YYYY)
Activity A. 3.3	Activity title Data collection on the implementation/performance of the innovative solution Activity description and Partners involved <i>[750 characters]</i> <i>This activity is about collecting data on the innovative solution/main innovation/main project output(s) (quantitative and qualitative data collection). The data collection starts during the testing phase/implementation of the innovative solution and lasts a time that is sufficient to have sound and representative dataset. Mid-term measurement of the change compared to the initial baseline can also be considered.</i>		
D 3.3.1	Deliverable title <i>[100 characters]</i> Deliverable description <i>[750 characters]</i> <i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity.</i>	Target value	Delivery date (MM.YYYY)
Activity A.3.4	Activity title Final evaluation of the innovative solution and reporting on result indicators Activity description and Partners involved <i>[750 characters]</i> <i>This activity includes the analysis and evaluation of the collected data, the final assessment of the proposed innovative solution to measure success against project objectives and expected results, final evaluation factsheets including lessons learned and how to continue the 'experiment' after the project end date, the reporting on the project's result indicators and the knowledge exchange and meetings/events with Experts. Please note, that the final evaluation should allow to evaluate the project implementation but also testing of the innovative solution as such (was the experimentation successful? why and how? what are the lessons learnt for the future use of the solution? etc.) – findings from the final evaluation should be incorporated to the EUI – Innovative Solution Model. This activity in principle should take place during the last six months of the project Implementation phase, once testing of the innovative solution is concluded and implementation of the Thematic Work Packages finalized.</i>		
D.3.4.1	Deliverable title <i>[100 characters]</i> Deliverable description <i>[750 characters]</i> <i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity.</i>	Target value	Delivery date (MM.YYYY)
Activity A.3.5	Activity title Additional activity to be added if deemed necessary. Activity description and Partners involved <i>[750 characters]</i>		

D.3.5.1	<p><u>Deliverable title</u> <i>[100 characters]</i></p> <p>Deliverable description <i>[750 characters]</i></p> <p><i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity.</i></p>	Target value	Delivery date (MM.YYYY)
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Work Package Budget

Please detail the planned costs under the different cost categories at Partner level, specifying how the money will be spent. Costs descriptions should enable a clear reconciliation with the activities proposed in the Work Plan.

Project Partner 1 - Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Total (€)
Allocated Budget Description	Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.1	<p>Automatically calculated.</p> <p>Office and administration costs are covered by a flat rate (15%) of the reported staff costs. No description is therefore needed (the EEP system will automatically indicate N/A).</p> <p>Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.2.</p>	<p>Automatically calculated Travel & accommodation costs of Partners' employees are automatically covered by a flat rate of 5% of the reported staff costs. No description is therefore needed (the EEP system will automatically indicate N/A).</p> <p>Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.3.</p> <p>For example: Participation to 3 meetings/ events to engage citizens and end users, etc.</p>	<p>[200 characters]</p> <p>Further information on the eligible costs under this cost category is to be found in EUI-IA Guidance under Chapter 7.2.4. For example: Catering for Steering Committee events, payment of an e-web management platform, legal consultancy and notarial services, technical and financial expertise, etc.</p>	<p>[200 characters]</p> <p>Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.5. For example: laboratory equipment and devices, 3D printer for the vocational centre, server to manage traffic data, solar panels, batteries to store energy, etc.</p>	<p>Automatically calculated</p> <p>No explanation requested</p>
Amount (€)						
Project Partner 2 - Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Total (€)

<i>Allocated Budget Description</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	
Amount (€)						
Project Partner 3 – Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Total (€)
<i>Allocated Budget Description</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	
Amount (€)						
Project Partner X – Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Total (€)
<i>Allocated Budget Description</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	
Amount (€)						
Total (€)	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>

Indicative budget breakdown per year						
Year	2024	2025	2026	2027	Total	
% budget					100%	
Amount						

Work Package Nr	Work Package title	Work Package start date	Work Package end date	Work Package budget			
4	Communication and Capitalisation	Automatic from activities. The Work Package 4 start date should correspond to project start date.	Automatic from activities. The Work Package 4 end date should correspond to the end date of the project.	Automatic			
Partners' involvement							
Work Package responsible Partner		The Work Package responsible Partner must plan and coordinate the communication activities across the Partnership and the thematic Work Packages of the project.					
Other involved Partners							
Summary							
<p>[1500 characters]</p> <p>Describe the communication strategy, related communication and capitalisation activities and how it will contribute to achieve the project's objectives. Please clearly describe the communication objectives for each of the identified target groups (outreach and engagement actions), including a wider audience of EU cities together with the relevant communication activities. When describing this Work Package, cross-references with the other Work Packages should be made to better understand how communication plays a role and supports the implementation of the core activities and the transfer of the innovative solution.</p> <p>Note that this Work Package presents a set of 4 predefined activities and 2 additional activities can be added if deemed necessary.</p>							
Communication objectives							
<p>[750 characters]</p> <p>Please indicate objectives that will contribute to the implementation of the project. Communication objectives should:</p> <ul style="list-style-type: none"> • Aim to raise awareness of a wider public, including further EU cities potentially interested in replicating the solution • Be tailored to each target group (between stakeholders and public) • Aim to inspire, shift the behaviour and mindset of target groups towards the project. 							
Target groups							
<p>[750 characters]</p> <p>Please indicate the target groups you aim to reach (where possible, please indicate the expected number of target groups you aim to reach). Target groups can be identified at different levels: local, national, international. Please consider targeting project beneficiaries and end-users, the wider group of stakeholders (citizens, social and economic stakeholders) and the international public (including potential EU cities to transfer project results, good practices, and overall knowledge).</p>							
Reach out and engagement of target groups							
[750 characters]							

Please indicate how you will reach out and/or engage with all the different target groups identified above.

Activities and deliverables			
Activity number	Activity title, description and Partners involved	Start date	End date
A 4.1	<u>Activity title</u> Kick off communication activities	Start date (MM.YYYY)	End date (MM.YYYY)
	Activity description and Partners involved <i>[750 characters]</i> <i>This activity includes:</i> <ul style="list-style-type: none"> The design and delivery of a communication strategy including monitoring and evaluation of activities. Setting up of communication channels (social media platforms). Organisation of a kick-off event or meeting. Please describe how you plan on implementing this predefined activity. Please clearly identify the target groups and indicate the Partners to be involved.		
D 4.1.1	<u>Deliverable title</u> <i>[100 characters]</i> Deliverable description <i>[750 characters]</i> <i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity.</i>	Target value	Delivery date (MM.Y.YYY)
A.4.2	<u>Activity title</u> Promotional and informational activities	Start date (MM.YYYY)	End date (MM.YYYY)
	Activity description and Partners involved <i>[750 characters]</i> <i>The content of this activity must be linked closely to the project objectives and contribute to their achievement. The activity should aim to increase awareness towards the project, inspiring and shifting behaviour and mindset towards the project activities of and to EU cities.</i> <i>Example of deliverables that can be considered:</i> <ul style="list-style-type: none"> Promotional material (infographics, videos, other) Digital communication activities Conferences Marketing and communication campaigns Media relations Please describe how you plan on implementing this predefined activity. Please clearly identify the target groups and indicate the Partners to be involved. Note that the EUI will provide a dedicated project page under the EUI website. Projects will be asked to use this page as the main source to find information about the project. It is mandatory for projects to provide regular news and updates on the project in English.		
D 4.2.1	<u>Deliverable title</u> <i>[100 characters]</i> Deliverable description <i>[750 characters]</i>	Target value	Delivery date (MM.YYYY)

	<i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity.</i>		
A 4.3	<u>Activity title</u> Capitalisation and dissemination activities	Start date (MM.YYYY)	End date (MM.YYYY)
	<p>Activity description and Partners involved <i>[750 characters]</i></p> <p><i>The capitalisation activities of the project shall include the participation and contribution to the activities organised by EUI (thematic policy labs, capacity-building activities, etc). The dissemination activities of the project shall support the main objectives of the project. They should consider creating synergies and involve active participation of relevant Project Partners under the same thematic knowledge of the project from other EU programmes. It also includes the delivery of lessons learnt, urban good practices and city cases at the different stages of projects.</i></p> <p><i>Example of deliverables that can be considered:</i></p> <ul style="list-style-type: none"> <i>• Participation and contribution to knowledge & capacity-building activities, policy labs, events, press conferences, webinars, seminars, etc. (like workshops, peer-learning activities, City2city events, Network of cities URBACT, UDN Capacity building activities).</i> <i>• Publications (reports, city cases, benchmarking reports,)</i> <i>• Infographics, videos, other</i> <i>• Online courses, guidelines, handbooks, toolkits, video tutorials, social media products.</i> <p><i>Please describe how you plan on implementing this predefined activity. Please clearly identify the target groups and indicate the Partners to be involved.</i></p>		
D 4.3.1	<u>Deliverable title</u> <i>[100 characters]</i> Deliverable description <i>[750 characters]</i> <i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity.</i>	Target value	Delivery date (MM.YYYY)
Activity A.4.4	<u>Activity title</u> Final closing and dissemination activity	Start date (MM.YYYY)	End date (MM.YYYY)
	<p>Activity description and Partners involved <i>[750 characters]</i></p> <p><i>This activity includes the planning and delivery of a final closing and dissemination activity (an inauguration event targeting a broader audience, an exhibition, final publication, etc) highlighting the main results, outcomes and lessons learnt of the project.</i></p> <p><i>Please describe how you plan on implementing this predefined activity. Please clearly identify the target groups and indicate the Partners to be involved.</i></p>		
D 4.4.1	<u>Deliverable title</u> <i>[100 characters]</i> Deliverable description <i>[750 characters]</i>	Target value	Delivery date (MM.YYYY)

	<i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity.</i>		
Activity A.4.n	Activity title <i>[100 characters]</i>	Start date (MM.YYYY)	End date (MM.YYYY)
	Activity description and Partners involved <i>[750 characters]</i> <i>The content of the activity must be linked closely to the project objectives and contribute to their achievement.</i> <i>Please describe how you plan on implementing this extra activity. Please clearly identify the target groups and indicate the Partners to be involved.</i>		
D 4.n.1	Deliverable title <i>[100 characters]</i> Deliverable description <i>[750 characters]</i> <i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity.</i>	Target value	Delivery date (MM.YYYY)

Work Package Budget

Please detail the planned costs under the different cost categories at Partner level, specifying how the money will be spent. Costs descriptions should enable a clear reconciliation with the activities proposed in the Work Plan.

Project Partner 1 - Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Total (€)
Allocated Budget Description	Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.1	<p>Automatically calculated.</p> <p>Office and administration costs are covered by a flat rate (15%) of the reported staff costs. No description is therefore needed (the EEP system will automatically indicate N/A).</p> <p>Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.2.</p>	<p>Automatically calculated Travel & accommodation costs of Partners' employees are automatically covered by a flat rate of 5% of the reported staff costs. No description is therefore needed (the EEP system will automatically indicate N/A).</p> <p>Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.3.</p> <p>For example: Participation to 3 meetings/ events to engage citizens and end users, etc.</p>	<p>[200 characters]</p> <p>Further information on the eligible costs under this cost category is to be found in EUI-IA Guidance under Chapter 7.2.4. For example: Catering for Steering Committee events, payment of an e-web management platform, legal consultancy and notarial services, technical and financial expertise, etc.</p>	<p>[200 characters]</p> <p>Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.5. For example: laboratory equipment and devices, 3D printer for the vocational centre, server to manage traffic data, solar panels, batteries to store energy, etc.</p>	<p>Automatically calculated</p> <p>No explanation requested</p>
Amount (€)						

Project Partner 2 – Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Total (€)
<i>Allocated Budget Description</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	
Amount (€)						
Project Partner 3 – Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Total (€)
<i>Allocated Budget Description</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	
Amount (€)						
Project Partner X – Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Total (€)
<i>Allocated Budget Description</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	
Amount (€)						
Total (€)	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>

Indicative budget breakdown per year					
Year	2024	2025	2026	2027	Total
% budget					100%
Amount					

Work Package Nr	Work Package title	Work Package start date	Work Package end date	Work Package budget
5-8	<p>Title of the Thematic Work Package [200 characters] <i>Indicate the title of the thematic Work Package</i></p>	Automatic from activities	Automatic from activities. End date should be not later than 3 years after project start date.	Automatic
Partners' involvement				
Work Package responsible Partner				
Other involved Partners				
Summary				
<p>[1500 Characters] <i>Thematic Work Packages describe in detail how the proposed innovative solution will be carried out. Activities include the "experimental setup" (e.g.: equipment, infrastructure and works); the demonstration and testing phase; as well as the implementation process. Under each thematic Work Package, Project Partners shall describe the main activities, resources, timetable, the related deliverables and outputs as well as Partners' roles and responsibilities at activity, deliverable and output levels. While designing the Thematic Work Packages, Project Partners should pay particular attention to describe the different intermediary steps (activities/deliverables) necessary to deliver the proposed outputs.</i></p> <p><i>You can create up to maximum 4 Thematic Work Packages corresponding to the main pillars of the project. A maximum of 5 activities can be listed under each Thematic Work Package. A maximum of 3 deliverables can be developed under each activity. Each Work Package must also lead to at least 1 output. Please emphasize cross-references between the different Work Packages to ensure a clear and logical coherence in the overall Work Plan.</i></p>				
Activities and deliverables				
Activity number	Activity title, description and Partners involved	Start date	End date	
Activity A.5.1	<p>Activity title [200 characters] <i>Example: A.5.1 Cultural datalab</i></p>	Start date (MM.YYYY)	End date (MM.YYYY)	
	<p>Activity description and Partners involved [750 characters] <i>The description provided will mention the intermediary steps to develop the respective output; these steps will be reflected as deliverables structured in a logical chain. Please mention the Partner(s) involved and their role in the activities.</i></p>			

D.5.1.1	<u>Deliverable title</u> [100 characters] <u>Deliverable description</u> [750 characters] <i>The deliverables of the activity mentioned above would be: D.5.1.1 Datalab Community action plan; D.5.1.2 Online datalab interaction overview; D.5.1.3 Physical datalab interaction report.</i> <i>Please mention which Partner/s will be responsible for the delivery of each deliverable.</i> <i>Pay particular attention to quantification: in the description of the different deliverables. If the deliverable is of a repetitive nature (i.e. training sessions) please include the delivery date of the last training. In the description specify the start date and when they are expected to be delivered in between (i.e. month 3 – month 4).</i>	Target value	Delivery date (MM. YYYY)
Activity A.5.n	<u>Activity title</u> [200 characters] <u>Activity description and Partners involved</u> [750 characters]	Start date (MM. YYYY)	End date (MM. YYYY)
D.5.n.n	<u>Deliverable title</u> [100 characters] <u>Deliverable description</u> [750 characters]	Target value	Delivery date (MM. YYYY)

Outputs

Define main outputs you aim to deliver through this Work Package

+ “Add more” button (to add outputs)

Nr	Output title	Output description	Output indicator	Unit	Target value	Delivery date
O.5.1	Output title [100 characters]	Output description [500 characters] <i>Please note that an output is what has actually been produced as a result of the funding given to the project – the main project product. It should directly contribute to the achievement of the project results. For more information, please refer to the EU-IA Guidance, Chapter 2.2.1.</i> <i>Please mention which Partner/s will be responsible for the delivery of each output.</i>	Output indicator <i>Output indicators are used to measure and monitor project outputs. Output indicators are predefined in the Terms of Reference of the relevant Call for Proposals. In case your output does not correspond to any of the predefined categories, please select “Other”. For more information please refer to the Terms of Reference of the relevant Call and to the EU-IA Guidance, Section 2.2.1</i>	Unit [100 Characters] <i>In case the result indicator is predefined, the unit will be automatically filled in. In case of project specific indicators, please indicate the unit.</i>	Target value <i>The target value provides the expected quantity of the output to be produced.</i>	Delivery date (MM. YYYY)

Investment(s)

Per Work Package, please add as many investments as needed. Once an investment element is created, it will be listed below. Click on the name of your investment so a box with 10 entries will appear, showing questions the applicant needs to answer for each investment entered.

Investments shall be foreseen in the EUI-IA projects only to the extent that they are necessary for the achievement of the project's outputs and results. Moreover, an investment is a project output that remains in use by the project's target group after the completion of the project. Depending on the nature of the innovative solutions proposed, investments should be essential support (infrastructures/equipment) for the related Thematic Work Package or key outputs of the project itself. Investments should be proportionate to the Work Plan and budget and should therefore represent good value for money.

+ "Add more" button (to add investments)

Investment number	Investment title	Investment description	Delivery date	Budget
<i>Investment number (automatic)</i> I.X.1/N	<i>Investment title</i> [200 characters]	<i>Investment description</i> [750 characters]	<i>Delivery date</i> (MM.YYYY) Note that this date cannot go beyond the Thematic Work Package end date	<i>Budget</i> To be entered by the applicant. It cannot be equal to the total budget of the Thematic WP. The Investment budget is comprehended by a higher total Thematic WP budget.

Investment aspects	Questions	Project answers
Justification of the investment	Explain why this investment is needed.	
	Clearly describe the thematic relevance of the investment.	
	Describe who is benefiting (e.g., Partners, city, region, target groups, etc.) from this investment, and in what way.	
	Please clarify which problem it tackles, which findings you expect from it, how it can be replicated, and how the experience coming from it will be used for the benefit of the programme area.	
Location of the investment	Describe the location of the physical investment; if possible, a specific address where the investment will be located.	
	Drop-down list (Country, NUTS 2 level and NUTS3 codes.).	

Investment documentation	Please list all technical requirements and permissions (e.g., building permits) required for the investment according to the respective national legislation.	
Ownership <i>As stated in the EUI-IA Guidance, "Only Project Partners can become owners of the project investments. Ownership of outputs having the character of investments in infrastructure or productive investments realised within the project must remain within the Project Partnership and the related Project Partners for at least 5 years following the final payment to the Main Urban Authority." (to ensure the durability of the investment is in line with regulation).</i>	Who owns the site where the investment is located?	
	Who will retain ownership of the investment at the end of the project?	
	Who will take care of the maintenance of the investment? How will this be done?	

Work Package Budget

Please detail the planned costs under the different cost categories at Partner level, specifying how the budget will be spent. Costs descriptions should enable a clear reconciliation with the activities proposed in the Work Plan.

Project Partner 1 - Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Infrastructure and works (€)	Total (€)
Allocated Budget Description	Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.1	<p>Automatically calculated.</p> <p>Office and administration costs are covered by a flat rate (15%) of the reported staff costs. No description is therefore needed (the EEP system will automatically indicate N/A).</p> <p>Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.2.</p>	<p>Automatically calculated Travel & accommodation costs of Partners' employees are automatically covered by a flat rate of 5% of the reported staff costs. No description is therefore needed (the EEP system will automatically indicate N/A).</p> <p>Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.3.</p> <p>For example: Participation to 3 meetings/ events to engage citizens and end users, etc.</p>	<p>[200 characters]</p> <p>Further information on the eligible costs under this cost category is to be found in EUI-IA Guidance under Chapter 7.2.4. Examples of costs under this category could be: Catering for Steering Committee events, payment of an e-web management platform, legal consultancy and notarial services, technical and financial expertise, etc. In the case of costs linked to investments, this</p>	<p>[200 characters]</p> <p>Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.5. For example: laboratory equipment and devices, 3D printer for the vocational centre, server to manage traffic data, solar panels, batteries to store energy, etc. In case of equipment linked to investments, this should be clearly indicated and the investment</p>	<p>This column appears/ or is activated only if the project enters an investment element.</p> <p>[200 characters]</p> <p>Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.6. Please clearly indicate the Investment reference. All investments in infrastructure</p>	<p>Automatically calculated</p> <p>No explanation requested</p>

				<i>should be clearly indicated and the investment reference should be provided as part of the cost description.</i>	<i>reference should be provided as part of the cost description.</i>	<i>must comply with the applicable EU and programme information and publicity rules.</i>	
Amount (€)							
Project Partner 2 – Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Infrastructure and works (€)	Total (€)
<i>Allocated Budget Description</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>		
Amount (€)							
Project Partner 3 – Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Infrastructure and works (€)	Total (€)
<i>Allocated Budget Description</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>		
Amount (€)							
Project Partner X – Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Infrastructure and works (€)	Total (€)
<i>Allocated Budget Description</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>		
Amount (€)							
Total (€)	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>		<i>Automatically calculated</i>

Indicative budget breakdown per activity and investment		
Activity/Investment	<p>Percentage of the budget allocated (%)</p> <p><i>Please include the percentage that each activity represents in the Work Package (the total must be 100%)</i></p> <p><i>The first activity percentage is automatically filled in with the remaining percentage of the Work Package budget after the system deducts the share (%) of the investment and the subsequent activities. Only the percentages of the subsequent activities (A.5.2, A.5.3, ...) must be entered.</i></p> <p><i>For example:</i></p> <p><i>If I.5.1 = 50% and if the applicant enters 20% for A.5.2 and 20% for A.5.3 then A.5.1 = 10%</i></p> <p><i>Total: 100% for the Work Package budget.</i></p>	<p>Budget (€)</p> <p><i>Budget of each activity in EUR automatically calculated by the system based on the percentages indicated on the left column.</i></p>
A.5.1		
A.5.2		
A.5.X		
I.5.1...	<i>Investment percentage comes automatically calculated from the budget entered in the Investment window. This is a prefilled and not editable box.</i>	
Total	<i>The total percentage (including Investments) under a Thematic Work Package will always be 100%.</i>	<i>Total for the Work Package (including the investment costs).</i>

Indicative budget breakdown per year					
Year	2024	2025	2026	2027	Total
% budget					100%
Amount					

Work Package Nr.	Work Package title	Start date	End date	Work Package budget
N <i>Automatic depending on the number of Thematic Work Packages</i>	Transfer	<i>Predefined date - automatic from the activities. The Work Package Transfer start date must be the latest at the 13th month of the project Implementation phase.</i>	<i>Automatic from the activities. The Work Package Transfer end date will be the actual end date of the project and therefore the end of the Implementation phase.</i>	<i>Automatic</i>
Partners' involvement				
Work Package responsible Partner				
Other involved Partners				
Summary				
<p><i>[2500 characters]</i></p> <p><i>Present an overall concept and framework of how the implementation of the transfer component is planned (see EUI-IA Guidance, Chapters 2.2.7 and 5 for further details). How you envisage (i) the coordination of the transfer cooperation and (ii) the realisation of the transfer activities, making sure that Transfer Partners are well introduced to the EUI-IA project and that the realisation of the activities allows to reach the objectives of having transfer component embedded in the EUI-IA project implementation?</i></p> <p><i>Please note that at the application stage only (i) this summary and (ii) estimated start and end dates of the activities are required. At the later stage, once all Transfer Partners are in place/selected, a detailed work plan will be prepared jointly, and Application Form will be reopened in order to describe activities, deliverables and outputs related to this Work Package.</i></p> <p><i>It is expected that the Work Package Transfer will be led by the Main Urban Authority, nevertheless, the Main Urban Authority can appoint a dedicated Delivery Partner responsible for its implementation and facilitation of the activities if deemed necessary.</i></p> <p><i>Note that this Work Package presents a set of 3 predefined activities and 1 additional activity can be added if deemed necessary.</i></p>				
Activities and deliverables				
Activity A.N.1	Activity title	Coordination of the transfer cooperation	Start date (MM.YYYY)	End date (MM.YYYY)
	Activity description and Partners involved [750 characters] <i>This activity includes launching of the transfer cooperation, organisation and coordination of the transfer activities, preparation of the details work plan between all involved Partners (once Transfer Partners are selected), management and communication mechanism between the Partners, etc.</i>			

D.N.1.1	<u>Deliverable title</u> [100 characters] <u>Deliverable description</u> [750 characters] <i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity.</i>	Target value	Delivery date (MM.YYYY)
Activity A.N.2	<u>Activity title</u> Knowledge exchange and peer to peer learning <u>Activity description and Partners involved</u> [750 characters] <i>This activity includes working methods selected in order to reach transfer objectives (site visits, on-line or off-line workshops/meetings/discussions, peer review activities, and other forms of work and cooperation).</i>	Start date (MM.YYYY)	End date (MM.YYYY)
D.N.2.1	<u>Deliverable title</u> [100 characters] <u>Deliverable description</u> [750 characters] <i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity.</i>	Target value	Delivery date (MM.YYYY)
Activity A.N.3	<u>Activity title</u> Formulation of the frameworks for the transfer of innovative solution <u>Activity description and Partners involved</u> [750 characters] <i>This activity focuses on the Transfer Partners' preparation for adapting and replicating the innovative solution in their own urban contexts (pre-defined outputs: Replication Feasibility and Opportunity Studies – one per Transfer Partner) and the preparation of the legacy of the project, in terms of its replicability and transferability, by the MUA and Delivery Partners (pre-defined output: EUI – Innovative Solution Model).</i> <i>Make sure that Transfer Capacity Surveys (two self-assessment surveys per each Transfer Partner; at the beginning and at the end of the Work Package Transfer) are listed under this activity as an obligatory learning deliverable.</i>	Start date (MM.YYYY)	End date (MM.YYYY)
D.N.3.1	<u>Deliverable title</u> [100 characters] <u>Deliverable description</u> [750 characters] <i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity.</i>	Target value	Delivery date (MM.YYYY)
Activity A.N.4	<u>Activity title</u> Additional activity to be added if deemed necessary <u>Activity description and Partners involved</u> [750 characters]	Start date (MM.YYYY)	End date (MM.YYYY)
D.N.4.1	<u>Deliverable title</u> [100 characters] <u>Deliverable description</u> [750 characters] <i>The deliverables are to be defined by the project applicants – a maximum of 3 deliverables can be created. Deliverables should represent key intermediary steps of the activity</i>	Target value	Delivery date (MM.YYYY)

Outputs

Define main outputs you aim to deliver through this Work Package. Please take into account that 2 types of outputs are pre-defined and therefore compulsory within the Transfer Work Package.

Nr	Output title	Output description	Output indicator	Unit	Target value	Delivery date
O.N.1	<u>Output title</u> EUI - Innovative Solution Model	Output description The EUI - Innovative Solution Model – is a final document focused on the transferability and scaling up of the tested innovative solution in order to allow others to learn about the findings of the experimentation and receive some guidance on how to approach replication. The EUI - Innovative Solution Model will be publicly available on the EU Knowledge Exchange Sharing Platform and EUI webpage. <i>For more information, please refer to the EUI-IA Guidance, Chapter 5</i>	Output indicator Number of EUI – Innovative Solution Model delivered		Target value 1	Delivery date (MM.YYYY) <i>Predefined: project's end date</i>
O.N.2	<u>Output title</u> Replication Feasibility and Opportunity Study	Output description The Replication Feasibility and Opportunity study summarizes what is the local challenge, how transferred innovative solutions can be adapted to the local context, what are the necessary steps to implement it, what are the identified funding sources, how management structure and key management processes can be shaped, etc. (investment output). <i>For each Transfer Partner one Replication Feasibility and Opportunity study must be delivered.</i> <i>For more information please refer to the Terms of Reference of the relevant Call and to the EUI-IA Guidance, Chapter 5.</i>	Output indicator Number of Replication Feasibility and Opportunity Study delivered		Target value 3	Delivery date (MM.YYYY) <i>Predefined: project's end date</i>

+ “Add more” button (to add outputs)

Nr	Output title	Output description	Output indicator	Unit	Target value	Delivery date
O.N. 1	Output title <i>[100 characters]</i>	Output description <i>[500 characters]</i> <i>Please note that an output is what has actually been produced as a result of the funding given to the project – the main project product. It should directly contribute to the achievement of the project results. For more information, please refer to the EU-IA Guidance, Chapter 2.2.1.</i> <i>Please mention which Partner/s will be responsible for the delivery of each output.</i>	Output indicator <i>Output indicators are used to measure and monitor project outputs. Output indicators are predefined in the Terms of Reference of the relevant Call for Proposals. In case your output does not correspond to any of the predefined categories, please select "Other".</i> <i>For more information, please refer to the Terms of Reference of the relevant Call and to the EU-IA Guidance, Section 2.2.1</i>	Unit <i>[100 Character s]</i> <i>In case the result indicator is predefined, the unit will be automatically filled in. In case of project specific indicators, please indicate the unit.</i>	Target value <i>The target value provides the expected quantity of the output to be produced.</i>	Delivery date (MM.YYYY)

Work Package Budget

Please detail the planned costs under the different cost categories at Partner level, specifying how the money will be spent. Costs descriptions should enable a clear reconciliation with the activities proposed in the Work Plan.

Project Partner 1 - Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Sub-total (€)	Total (€)
Allocated Budget Description	Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.1	<p>Automatically calculated.</p> <p>Office and administration costs are covered by a flat rate (15%) of the reported staff costs. No description is therefore needed (the EEP system will automatically indicate N/A).</p> <p>Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.2.</p>	<p>Automatically calculated Travel & accommodation costs of Partners' employees are automatically covered by a flat rate of 5% of the reported staff costs. No description is therefore needed (the EEP system will automatically indicate N/A).</p> <p>Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.3.</p> <p>For example: Participation to 3 meetings/ events to engage citizens and end users, etc.</p>	<p>[200 characters]</p> <p>Further information on the eligible costs under this cost category is to be found in EUI-IA Guidance under Chapter 7.2.4. For example: Catering for Steering Committee events, payment of an e-web management platform, legal consultancy and notarial services, technical and financial expertise, etc.</p>	<p>[200 characters]</p> <p>Further information on the eligible costs under this cost category is to be found in the EUI-IA Guidance under Chapter 7.2.5. For example: laboratory equipment and devices, 3D printer for the vocational centre, server to manage traffic data, solar panels, batteries to store energy, etc.</p>	Automatically calculated	<p>Automatically calculated</p> <p>No explanation requested</p>

Amount (€)							
Project Partner X – Name <i>For Delivery Partners same costs categories apply as per any other Work Package</i>	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Sub-total (€)	Total (€)
Allocated Budget Description	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>	<i>See above</i>		
Amount (€)							
Transfer Partner 1 – Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Sub-total (€)	Total (€)
Allocated Budget Description	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>Lump sum of € 150, 000 TEC (total eligible costs)</i>	<i>n/a</i>		
Amount (€)							
Transfer Partner 2 – Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Sub-total (€)	Total (€)
Allocated Budget Description	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>Lump sum of € 150, 000 TEC (total eligible costs)</i>	<i>n/a</i>		
Amount (€)							
Transfer Partner 3 – Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services	Equipment (€)	Sub-total (€)	Total (€)

				(€)			
<i>Allocated Budget Description</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>Lump sum of € 150,000 TEC (total eligible costs)</i>	<i>n/a</i>		
Total (€)	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>	<i>Automatically calculated</i>

Indicative budget breakdown per year						
Year	2024	2025	2026	2027	Total	
% Budget					100%	
Amount						

Work Package Nr.	Work Package title	Start date	End date	Work Package budget
X <i>Automatic depending on number of Thematic Work Packages</i>	Closure <i>Read-only Work Package, no modifications are possible – prefilled start and end date and lump sum</i>	<i>Automatic: first day after the end of project Implementation phase</i>	<i>Automatic: 3 months after the project end date</i>	20,000
Partners' involvement				
Work Package responsible Partner	Main Urban Authority <i>Only the Main Urban Authority is responsible to close the project and receive the lump sum</i>			
Summary				
<p><i>As explained in the EUI-IA Guidance, Chapter 1.7, Administrative Closure phase (lasting 3 months), is related to all administrative activities taking place after the Implementation phase in order to close the project and obtain validation of the narrative and financial reporting documents. It is also expected that during this phase, EUI-IA project representative(s) are still available to take part in the knowledge capitalisation and dissemination activities initiated by the Permanent Secretariat (see EUI-IA Guidance, Chapter 8 for details).</i></p> <p><i>Lump sum of EUR 20,000 will be paid when all compulsory deliverables are provided and validated.</i></p>				
Deliverables				
D.X.1.1	<u>Deliverable title</u> Drafting and submission of the final Annual Progress Report (APR4)	Start date (MM.YYYY)	End date (MM.YYYY) <i>APR4 to be submitted 1 month after project's end date</i>	
D.X.1.2	<u>Deliverable title</u> Preparation and submission of final Financial Claim (FC2)	Start date (MM.YYYY)	End date (MM.YYYY) <i>FC to be submitted the latest 3 months after project's end date</i>	
D.X.1.3	<u>Deliverable title</u> Preparation and submission of the Final Qualitative Report (FQR)	Start date (MM.YYYY)	End date (MM.YYYY) <i>FQR to be submitted 3 months after project's end date</i>	

Work Package Budget

Partner Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Total (€)
Main Urban Authority				20,000.00		<i>Automatically calculated</i>

PART E – PROJECT BUDGET

The tables under this section are automatically generated from the Work Plan budget breakdown tables.

E.1 Project budget – co-financing source (fund), breakdown per Partner								
Partner	Country	ERDF co-financing (80% ERDF)		Contribution (at least 20% should be ensured by each project Partner)			Total 100% TEC (total eligible costs)	
		EUR	ERDF rate	Public	Private	Total	Budget	% of project budget
Project Partner1								
Project Partner 2								
...								
Project Partner n								
Total (€)								

E.2 Project budget – overview per Partner / per period							
Partner	2023	2024	2025	2026	...		Total
Project Partner1							
Project Partner 2							
...							
Project Partner n							
Total (€)							

E.3 Project budget - overview per Partner / per Work Package							
Partner	Work Package 1	Work Package 2	Work Package 3	Work Package 4	...	Work Package n	Total
Project Partner1							
Project Partner 2							
...							
Project Partner n							
Total (€)							
% of total budget							

E.4 Project budget – overview per Work Package / per period					
Work Package	2023	2024	2025	2026	Total
Work Package 1					
Work Package 2					
...					
Work Package n					
Total (€)					
% of total budget					

E.5 Project budget – overview per Partner / per cost category								
Partner	Staff	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and construction works	Sub-total	Total
Project Partner1								

Project Partner 2								
...								
Project Partner n								
Total (€)								
% of total budget								

E.6 Project budget – overview per Work Package / per cost category								
Work Package	Staff	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and construction works	Sub-total	Total
Work Package 1								
Work Package 2								
...								
Work Package n								
Total (€)								
% of total budget								

PART F – SOURCE(S) OF PARTNERS' CONTRIBUTIONS

Please fill in this table once the budget for all the different Work Packages has been finalised. This will allow you to know how much contribution is required to co-finance the total requested Partner budget.

Every Project Partner receiving ERDF needs to secure 20% at least of public or private contribution to complete its budget either from its own resources or from other sources.

Please make sure that the amount presented in Total Partner Contribution is equal to the one of Contribution Target at project and at Partner level.

+ "Add more" button (to add Partner's contribution)

Project Partner 1 – Name of the Partner

Name of the Organisation/ Source of contribution	Legal Status	% of total Partner contribution	Amount (€)	Cash or in-kind contribution	Comment
... [200 characters]				Contributions in cash refer to contributions paid to the project by the Project Partners. In that respect, own Project Partner staff costs provided to projects must be considered as in cash contribution (salaries are paid monthly by the employer to the employees). In-kind payment refers to non-cash contribution given to a project. These in-kind contributions have a monetary value but are not charged [to the project] and consequently, there is no	[500 characters]

				<i>cash payment backed by invoices or documents of equivalent value.. Eligible in-kind contribution can be goods, unpaid voluntary work, land and real estate, equipment, studies, services or rents under the framework of the EUI-IA. They must be necessary to carry out the tasks and achieve the project objectives agreed by the Project Partners. More information can be found in Chapter 7.5.4 "Project Partner contribution" of the EUI-IA Guidance."</i>	
...					
Total (€)					Contribution Target: <i>Contribution Target is automatically calculated by the system</i>

PART G – RISK MANAGEMENT

Please fill in both sub-sections of the Risk Management on risks related to overall project strategy level and to risks related to the implementation of the project and its activities.

G.1 RISKS AT PROJECT STRATEGY LEVEL

Potential obstacles and resistance to the overall proposed solution

[1500 characters]

Describe if and which obstacles or resistance you expect regarding the general implementation of the innovative solutions proposed; if so, how they will be managed and/or overcome. Obstacles and resistance can for example refer to: national or legal framework not mature yet for the overall innovation and project, changing financial and political conditions that would make the project obsolete, lack of long term sustainability, lack of political commitment, opposition from organised groups of inhabitants, undesired outcomes fostered by the project (uncontrolled urban sprawl, gentrification, environmental impact, etc.), ...

G.2 RISKS AT PROJECT IMPLEMENTATION LEVEL

Pre-defined common risks related to project implementation activities. One additional project related risk can be added under each category.

Category <i>Please describe, if relevant, how each category of risk affects your project. If a risk is not applicable, briefly explain why.</i>	Risk	Description of the risk <i>[250-300 characters]</i>	Properties (Impact & Likelihood) <i>[Scroll down list]</i> <i>Impact: 1-Incident, 2-Minor, 3-Serious, 4-Major, 5-Catastrophic</i> <i>Likelihood: 1-Impossible, 2-Remote, 3-Possible, 4-Probable, 5-Likely]</i>	Actions to mitigate the risks <i>[250-300 characters]</i>
Project management capacity	Structures and procedures <i>E.g.: Project Management Team human resource capacity (availability of staff throughout the whole project lifetime, including Initiation Phase, implementation (including transfer), post implementation and administrative closure; staff with adequate experience), capacity and efficiency of the Project</i>			

	<i>Management Team to manage project (follow-up of project activities, financial monitoring, coordination of the partnership, etc.), coordination of different administrations and cross-department cooperation, etc.</i>			
	Project Partnership <i>E.g.: solidity of Project Partners regarding bankruptcy, capacity to implement (staff and procedures), risk of withdrawal from the project, etc.</i>			
	Financial flows <i>E.g.: use of EU funds (including financial schemes), contracting and procurements of services supporting the implementation of project activities (other than investments), availability of liquidity to support all Partners' activities during implementation, capacity to incur expenditure according to planned budget, etc.</i>			
	Political environment <i>E.g.: political support for implementing project, strategic priority of the project in the city's agenda, etc.</i>			
	+ to add one additional project related risk			
Work plan implementation	Legal framework and regulations regarding innovation (local, national, EU level) <i>E.g.: laws or regulations regarding the innovation proposed that could limit project activities and outputs (e.g. GDPR, safety regulations, absence of regulation, etc.)</i>			
	Delays in the delivery of project activities <i>E.g.: adequacy of the time required for each activity and realism of the delivery timetable, risks of cascading effects of delays on other activities, lack of time to test and evaluate project results, etc.</i>			
	Participatory approach <i>E.g.: interest and involvement of the target group/citizens, ability to interact and reach both, etc.</i>			
	+ to add one additional project related risk			

Investments <i>Automatically appears if a project declares an investment in a Thematic Work Package</i>	(Public) procurement procedure <i>E.g.: procurement planning, unsuccessful tenders for investments, identification of types of works to be undertaken, etc.</i>			
	Ownership & location of the site <i>E.g.: investment site and ownership clearly identified, availability of permits and agreements including political approval and planning</i>			
	Delivery of investments <i>E.g.: feasibility study, preparation of investment works (pollution of sites, asbestos, archaeological excavations), potential delays (providers, supply chains, procurements, preparation of investment sites), budget of investment (cost increases due to delays, materials, capacity to deliver investments if unforeseen cost increases), etc.</i>			
	Obsolescence of technical solutions <i>E.g.: relevance of the technical solutions by the end of the project implementation period (e.g. sensors, automatic buses, or other investments whose technology may rapidly evolve in the course of the project implementation)</i>			
	+ to add one additional project related risk			

PART H – MAIN URBAN AUTHORITY CONFIRMATION SHEET⁵

Disclaimer: Please do not sign this page from the Courtesy Document. You must generate the Confirmation Sheet in the Electronic Exchange Platform (EEP) and only then the Main Urban Authority should sign it.

Please note that any modifications of the content of the following Confirmation Sheet or making a false statement will lead to project being deemed ineligible.

By signing the Application Form the Main Urban Authority hereby confirms that:

1. The information provided in the Application Form is accurate and true to the best knowledge of the Main Urban Authority.
2. The Urban Authorities involved in this project proposal are not involved in other proposals submitted to the European Urban Initiative – Innovative Actions as part of this current Call for Proposals.
3. The Main Urban Authority and Project Partners listed in the Application Form:
 - a. are committed to participate in the action,
 - b. have stable and sufficient sources of funding to maintain the activities throughout the action and to provide any counterpart funding necessary,
 - c. have or will have the necessary resources needed to implement the action.
4. The Main Urban Authority and the Project Partners commit to comply with the eligibility criteria and all other conditions set out in the Call for Proposals conditions for the entire duration of the project.
5. The Main Urban Authority and the Project Partners will act according to the provisions of the relevant national and EU legislation and policies (especially regarding structural funds, public procurement, state aid, environment and equal opportunities) as well as the specific provisions of the European Urban Initiative.
6. The Main Urban Authority and the Project Partners are NOT subject to an administrative sanction (i.e. exclusion or financial penalty decision).⁶
7. The Main Urban Authority and the Project Partners (or persons with unlimited liability for debts) are NOT in one of the following exclusion situations⁷:
 - a. bankrupt, being wound up, having the affairs administered by the courts, entered into an arrangement with creditors, suspended business activities or subject to any other similar proceedings or procedures
 - b. in breach of social security or tax obligations
8. The Main Urban Authority and the Project Partners (or persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the action) are NOT in one of the following exclusion situations⁸:
 - a. guilty of grave professional misconduct⁹,
 - b. committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking,
 - c. shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar,

⁵ In Part H, all applicants must upload a signed Confirmation sheet. Please note, the Confirmation sheet template can be downloaded at any time from the EEP and must be uploaded before the closure of the Call for Proposals (in a scanned or .pdf version).

⁶ See Article 136 [EU Financial Regulation](#).

⁷ See Articles 136 and 141 [EU Financial Regulation](#).

⁸ See Articles 136 and 141 [EU Financial Regulation](#).

⁹ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain an advantage.

- d. guilty of irregularities within the meaning of Article 1(2) of Regulation No 2988/95,
 - e. created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin (including creation of another entity with this purpose).
9. The Main Urban Authority and the Project Partners are NOT subject to a conflict of interest in connection with this grant and will notify — without delay — any situation which could give rise to a conflict of interests.
 10. The Main Urban Authority and the Project Partners neither in whole nor in part have or will receive any other complementary EU funding (except for the funding indicated in this Application Form) during the whole duration of the project.
 11. General information about this project can be used by the European Urban Initiative to liaise with national and regional authorities in charge of implementation of operational programmes funded by the European Structural and Investment Funds.

Name of person signing	
Position of person signing	
Place and date	
Signature and stamp (if it exists) of a legal representative of the Main Urban Authority	

ANNEX

Applicants can upload one annex in the EEP system that will be attached to the Application Form. This could be a map presenting the area of intervention, a graph, an infographic, etc. Please note that only a PDF file up to a size of 5 MB is allowed.



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