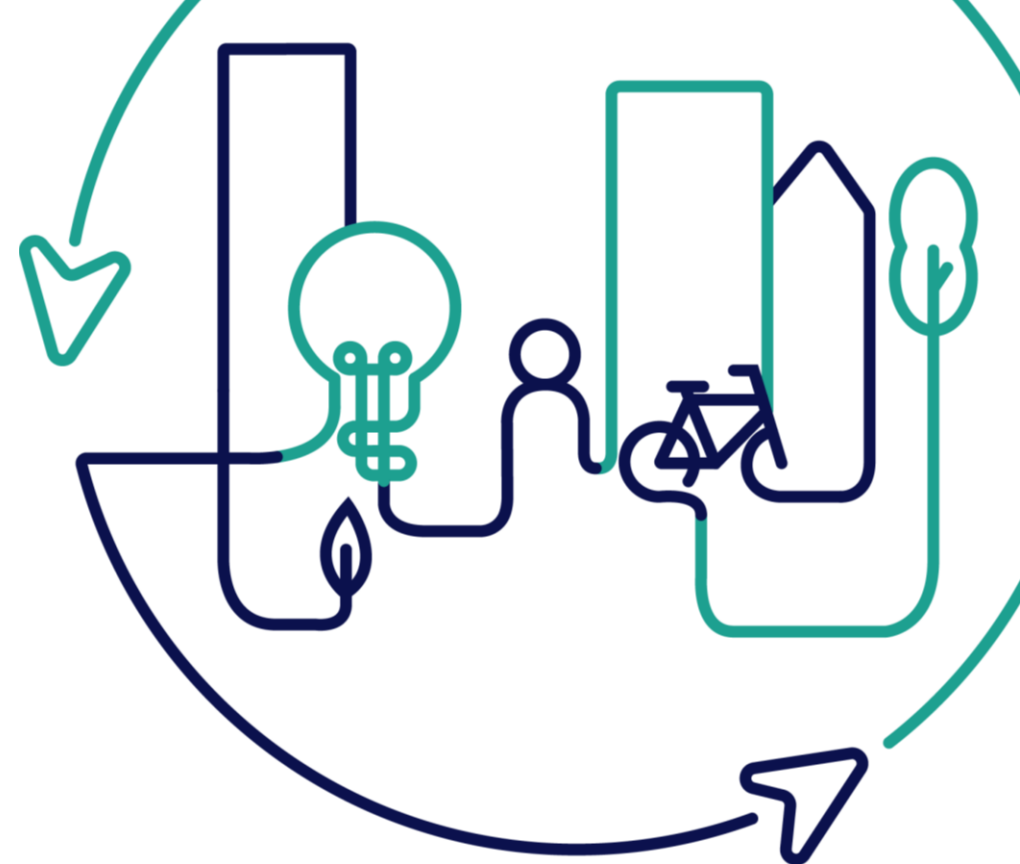


EUROPEAN U R B A N INITIATIVE

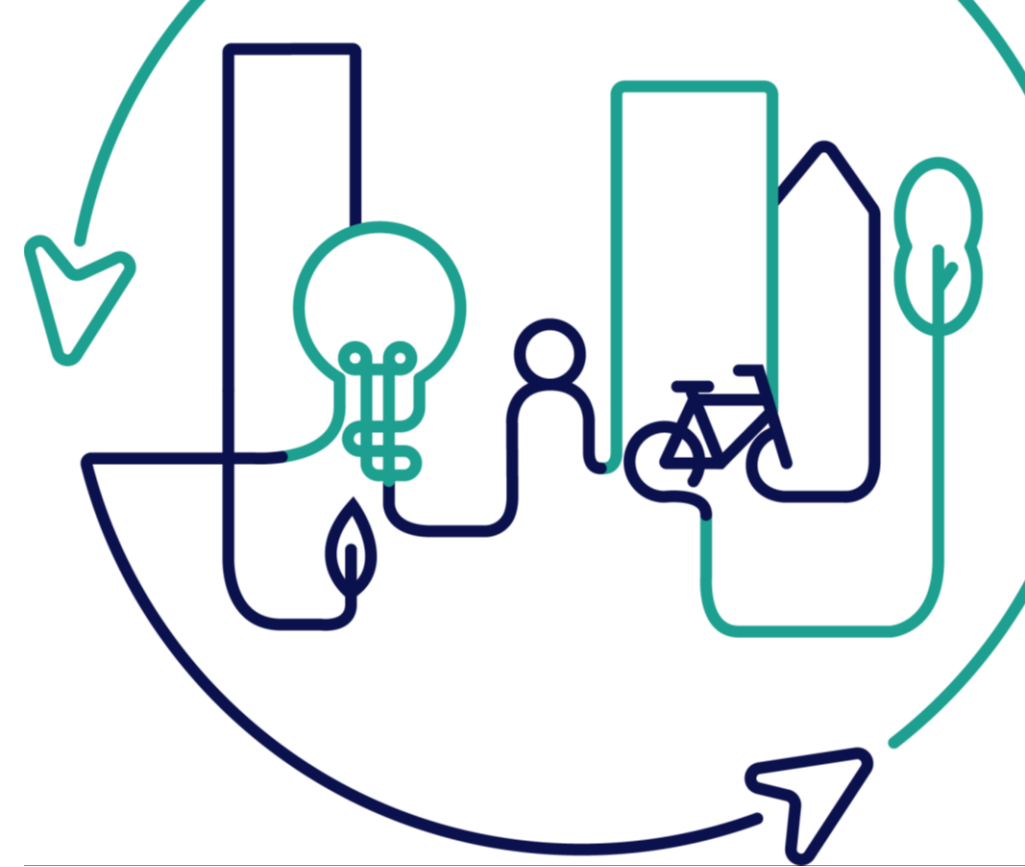
**Applicant Seminar
Prague – 27 June 2024**



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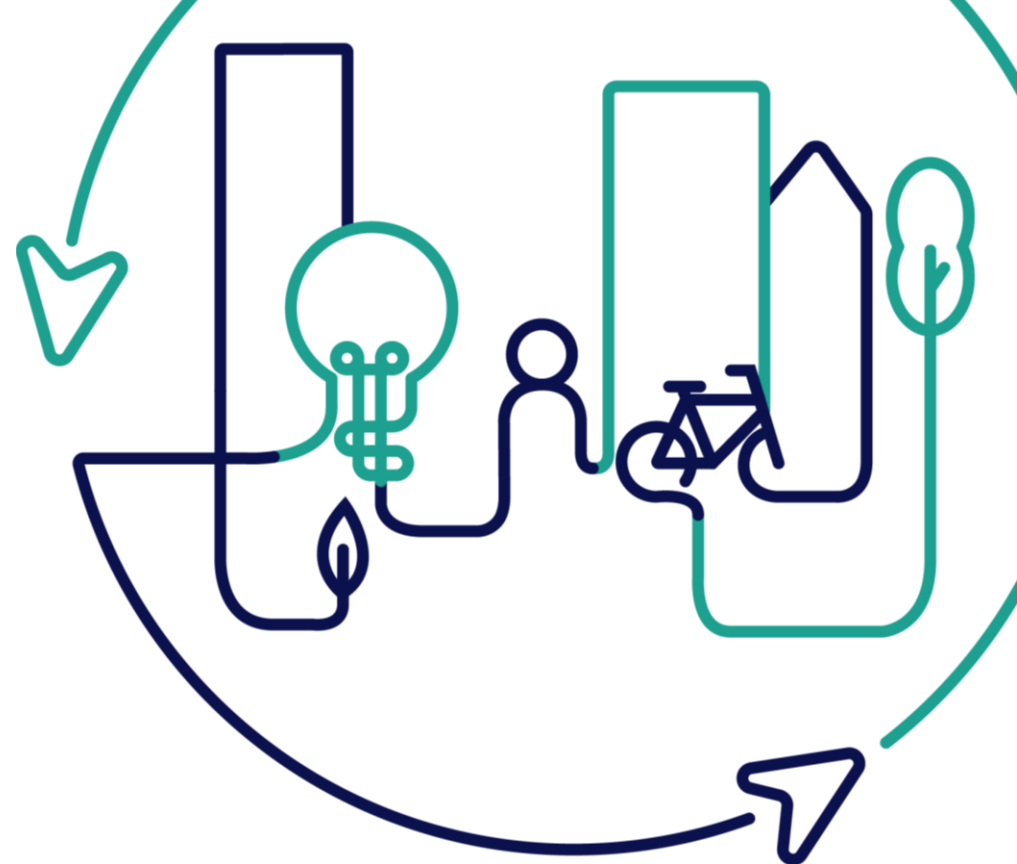
Benedicta Agbokey
European Urban Initiative Permanent Secretariat



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EUROPEAN U R B A N I N I T I A T I V E

Vít Bořil
Urban Contact Point Czechia



MINISTERSTVO
PRO MÍSTNÍ
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Urban Contact Point in Czechia

- „Visitor center“ for sustainable urban development
- eui@mmr.gov.cz + [Page](#) + [LinkedIn](#)
- Providing feedback to cities during their application process
- Answering questions, forwarding questions to EUI Secretariat
- Networking and more networking
- Sharing inspiration
- Part of the Ministry of Regional Development CZ
- Everyday cooperation with the Czech URBACT Point
- Newsletter – URBAN NEWS [Subscribe](#)







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- Podpora inovativních aplikací
- Podpora budování kapacit a zručností



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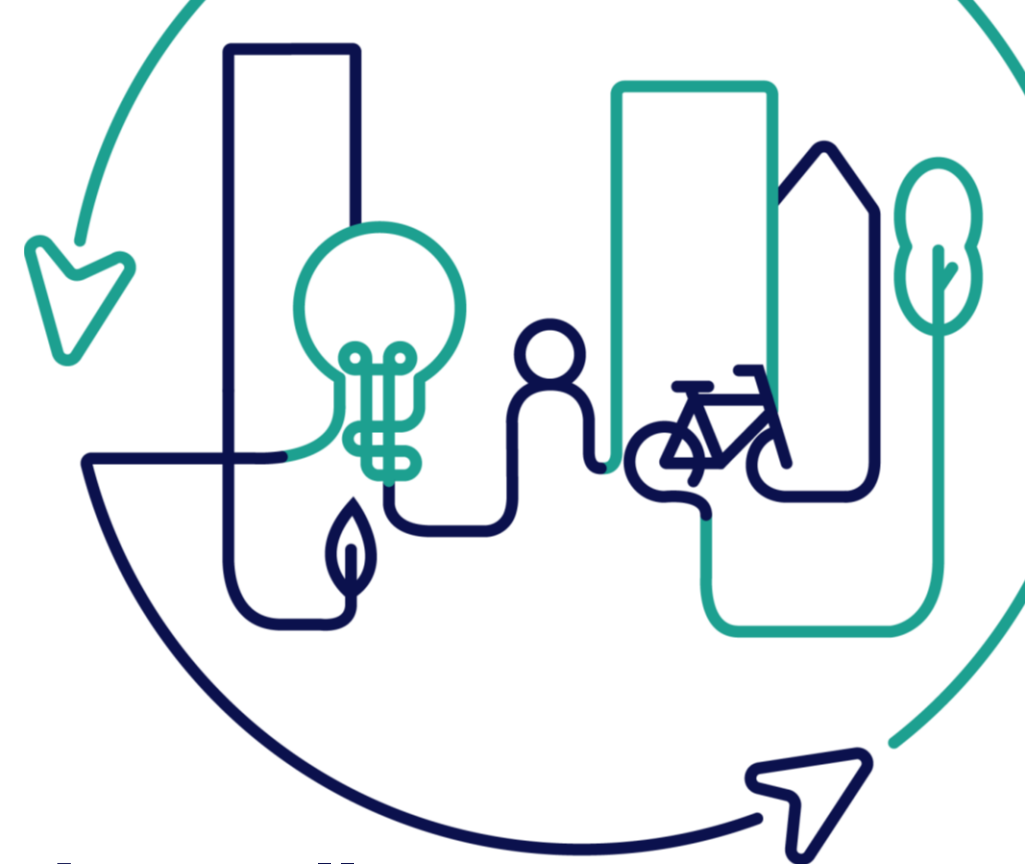
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STARTUP

SETUP

RBIS

EUROPEAN URBAN INITIATIVE



EUI-innovative actions call 3 **Topic "Energy transition"**

Applicant seminar
Prague, 27 June 2024



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THE EUROPEAN GREEN DEAL

The EU will...



Become
climate-neutral
by 2050



Transform to
circular and
resource-efficient
economy



Preserve and restore
ecosystems and
biodiversity

...all the while...



Ensuring a just
and inclusive
transition



Remaining
competitive and helping
companies become
world leaders in clean
products and
technologies

Investment needs in energy transition

€29 billion in the power grid (2030) for greater electricity use



€37 billion to increase biomethane production



€56 billion for energy efficiency and heat pumps (2030)



€10 billion investments to import sufficient LNG and pipeline gas (2030)

€210 billion by 2027



€1.5-2 billion for security of oil supply

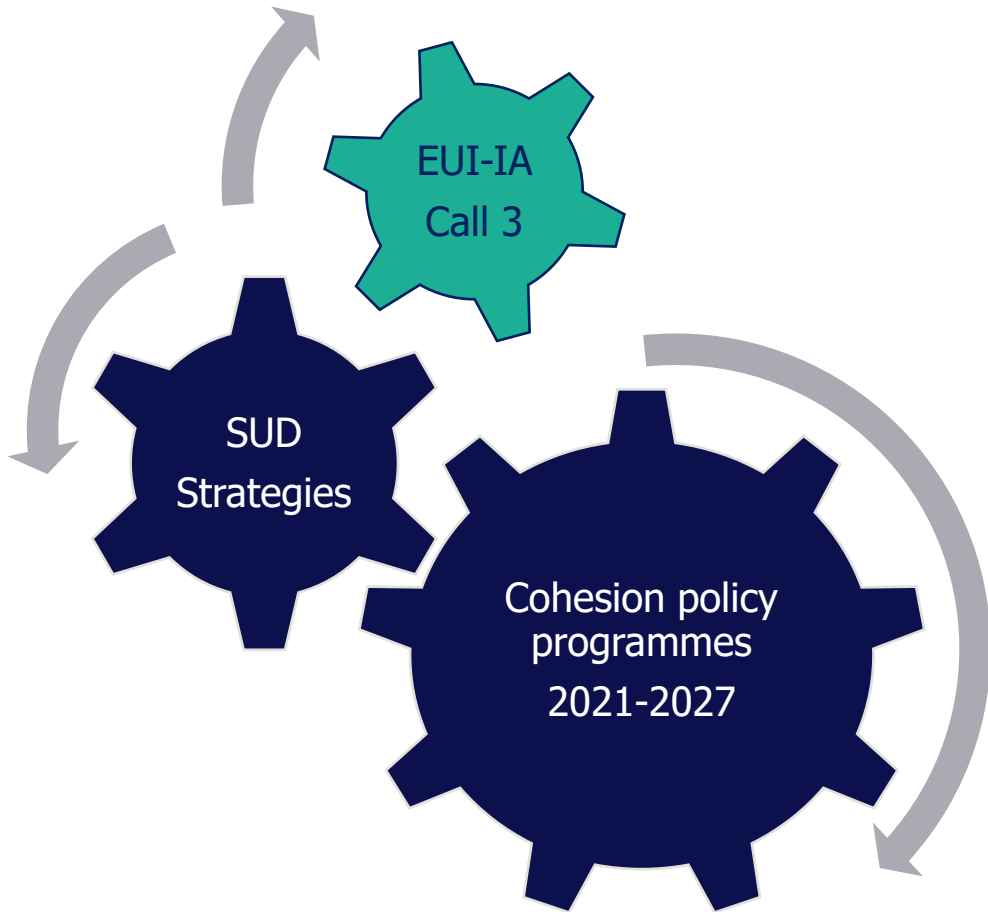


€41 billion for adapting industry to use less fossil fuels by 2030

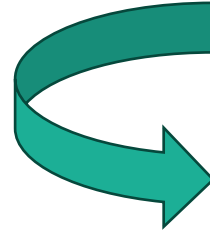
€113 billion for renewables and key H2 infrastructure (**€27bn**) by 2030

Cohesion policy 2021-27

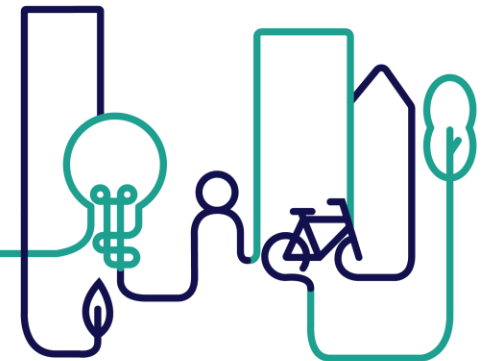
Unprecedented support to achieve **EU energy goals**



- **EUR 110 billion of cohesion policy funding to support the transition**
- **EUR 12.4 billion via sustainable urban development (SUD) strategies**



EUI-innovative actions Call 3
Make the right connections to support your project ideas on the « energy transition » topic!



EUI-INNOVATIVE ACTIONS CALL 3

Testing new solutions led by cities to accelerate the energy transition to a climate-neutral EU

Prompts for urban authorities:

- **Minimizing the energy demand** in cities via:
 - buildings' retrofitting and other measures/incentives with a focus on addressing energy poverty and/or deprived neighbourhoods
 - the decarbonisation of urban public transports and shift to active mobility modes, including within functional urban areas;
- **Diversifying local energy sources** by boosting the production of renewable energies and/or the use of secondary energy sources, including waste within a spirit of full circularity and resources efficiency;
- **Deploying smart and integrated local energy systems** by fostering innovative approaches to energy storage and supply, integrated energy systems across sectors (incl. transport) or by expanding the model of Positive Energy Districts;





EUI-INNOVATIVE ACTIONS CALL 3

Testing new solutions led by cities to accelerate the energy transition to a climate-neutral EU

Prompts for urban authorities:

- **Maximizing multi-stakeholder and citizens' engagement** by developing incentives and/or innovative supporting schemes and/or business models to develop energy communities and/or to accelerate co-participation and/or behaviour changes (including via digital solutions);
- **Boosting jobs and skills for the energy transition** by identifying local labour market shortages of qualified staff in energy sectors and/or exploring the potential for new recycled products, jobs and/or businesses that a just energy transition could enable (e.g. proximity services, micro-entreprises).



- ✓ Prompts are indicative
- ✓ Combination is welcomed (integrated projects)
- ✓ EUI-IA strategic assessment criteria also matter

Testing new solutions led by cities to accelerate the energy transition to a climate-neutral EU

Link your proposal with a Call 3 « Cohesion policy target »

- **Specific objective 2.1** “promoting energy efficiency and reducing greenhouse gas emissions”,
- **Specific objective 2.2** “promoting renewable energy”;
- **Specific objective 2.3** “developing smart energy systems, grids and storage outside the Trans-European Energy Network (TEN-E)”;
- **Specific objective 2.6** “promoting the transition to a circular and resource efficient economy”;
- **Specific objective 2.8** “promoting sustainable multimodal urban mobility, as part of transition to a net zero carbon economy”;
- **Specific objective 5.1** “fostering the integrated and inclusive social, economic and environmental development, culture, natural heritage, sustainable tourism and security in urban areas”.

References: ERDF Regulation – Article 3



Be specific:

‘Our project is relevant to SO 2.1 as it will promote energy efficiency’



‘Our project will contribute to achieve SO 2.1 goals/complement measures on energy efficiency in the ERDF programme [title/reference] by [explanations]’



Link to relevant strategies/plans (scale-up/EU added value):

- . National Energy and Climate Plans
- . Sustainable Energy and Climate Action Plans
- . Sustainable Urban Development Strategies
 - . Sustainable Urban Mobility Plans
 - . Climate City Contracts

EUI-INNOVATIVE ACTIONS CALL 3

Testing new solutions led by cities to accelerate the energy transition to a climate-neutral EU

Information on Cohesion policy in your country?



- **National single portals:** [National single portals - European Commission \(europa.eu\)](#)
- **Inforegio – summary of programmes:** [Inforegio - Programmes \(europa.eu\)](#)

Example: Brussels Capital Region ERDF programme 2021-27



ERDF Programme 2021-2027 of the Brussels Capital Region

Programme description

The programme aims to support sectors with a high social, environmental and economic impact for the region. To this end, funds will be devoted to promoting inclusive economic models, namely those that encourage the participation of more vulnerable people.

Among other interventions, like boosting Small and Medium Enterprises' economic potential, the programme aims at filling existing gaps in innovation chains and developing the financial offer for innovation processes.

The funds encourage environmentally friendly approaches and the development of digital solutions. Such approach is set to make professional opportunities available, while facilitating citizens' and businesses' interactions with the administrations. Such actions are set to stimulate the region's economic dynamism.

Through the ERDF, the EU also supports the region in its efforts to reduce energy emissions and to transit towards greener solutions. To this end, improving the energy performance of public buildings and of social housing will be crucial. In addition, the ERDF will help amplifying existing waste- and resource-recovery chains, along with supporting the development of high-quality green spaces for all citizens, notably in underprivileged neighbourhoods.

In line with the social profile of the region, the programme also helps to increase the offer of housing and accommodations for vulnerable categories. This action will accompany the improvement of the urban environment and the livability of low-income areas.

Financial information

Breakdown of finances by priority axis

Priority Axis	EU Investment	National Public Contribution	Total Public Contribution
ERDF	121.284.116,00	181.926.174,00	303.210.290,00
Total	121.284.116,00	181.926.174,00	303.210.290,00

Priorities and Specific Objectives

Smarter Europe

Enhancing research and innovation

Reaping the benefits of digitalisation

Growth and competitiveness of SMEs

Greener Europe

Energy efficiency

Circular economy

Nature protection and biodiversity

Social Europe

Integration of marginalised communities

Europe closer to citizens

Integrated development in urban areas

Related countries



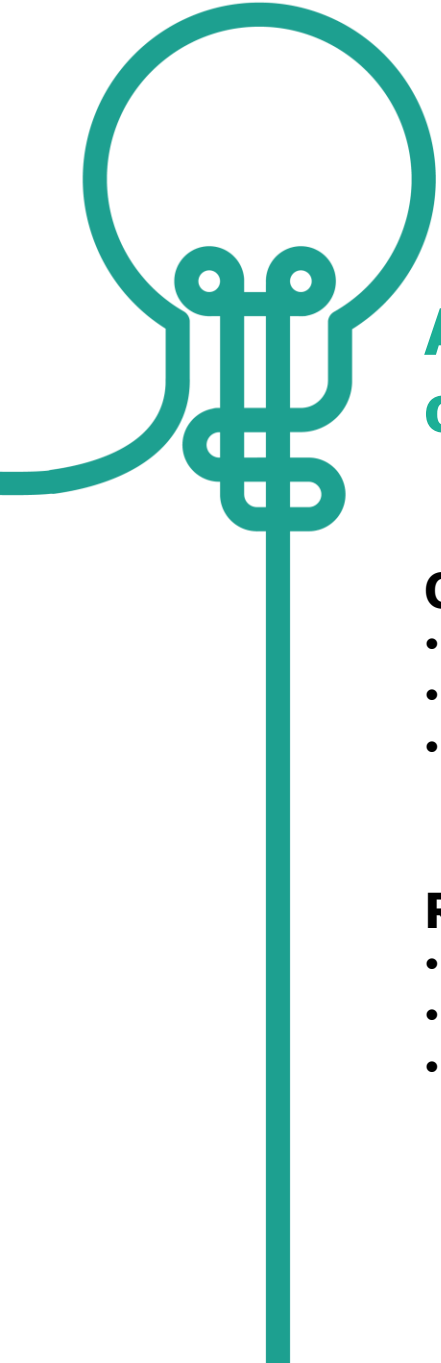
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Technical Information

Managing Authority

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Service Public Régional de Bruxelles
<https://www.europeinbelgium.be/fr/>
ecomelis@gob.brussels





EUI-INNOVATIVE ACTIONS CALL 3

Testing new solutions led by cities to accelerate the energy transition to a climate-neutral EU

A list of indicators inspired from Cohesion policy to capture some of the expected co-benefits of the energy transition

Output indicators (examples):

- People supported (trained, upskilled, accompanied or assisted); (*measurement unit*: persons)
- New products and services created (*measurement unit*: new products/services)
- Public buildings with improved energy performance (*measurement unit*: square meters).

Result indicators (examples):

- Jobs created in supported entities (*measurement unit*: annual FTEs)
- Total renewable energy produced (of which, e.g. electricity, thermal) (*measurement unit*: MWh/year).
- Users connected to smart energy systems (*measurement unit*: end users/year)

...NOT binding but to be used when relevant to complete your project proposals' specific indicators

'Energy transition'

Examples of relevant information sources

Urban Innovative Actions 2014-2020 with focus on the energy transition, circular economy, urban poverty and/or housing

<https://www.uia-initiative.eu/en/uia-cities>

Urban agenda partnership for the EU on energy transition

<https://www.urbanagenda.urban-initiative.eu/partnerships/energy-transition>

Ninth report on economic, social and territorial cohesion

[Inforegio - Eighth Report on Economic, Social and Territorial Cohesion \(europa.eu\)](#)

H2020 Lighthouse Projects programme

https://smart-cities-marketplace.ec.europa.eu/projects-and-sites/projects?f%5B0%5D=project_type%3Alighthouse

Energy communities – Citizen-driven energy actions

[Energy communities \(europa.eu\)](#)

Communication REPowerEU Plan (COM(2022)230 final)

[Key documents: REPowerEU - European Commission \(europa.eu\)](#)

EU Strategy for Energy System Integration (COM(2020)299 final)

[COM 2020 EU Strategy for Energy system integration.pdf \(cec.eu.int\)](#)

100 climate-neutral and smart cities – info kit for cities

[Citiesmissionquied.pdf \(cec.eu.int\)](#)

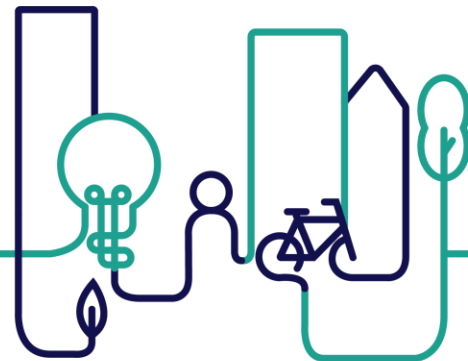
JPI Urban Europe – Positive Energy District (PED)

[Positive Energy Districts \(PED\) | JPI Urban Europe \(jpi-urbaneurope.eu\)](#)

**Thank you for your
attention!**

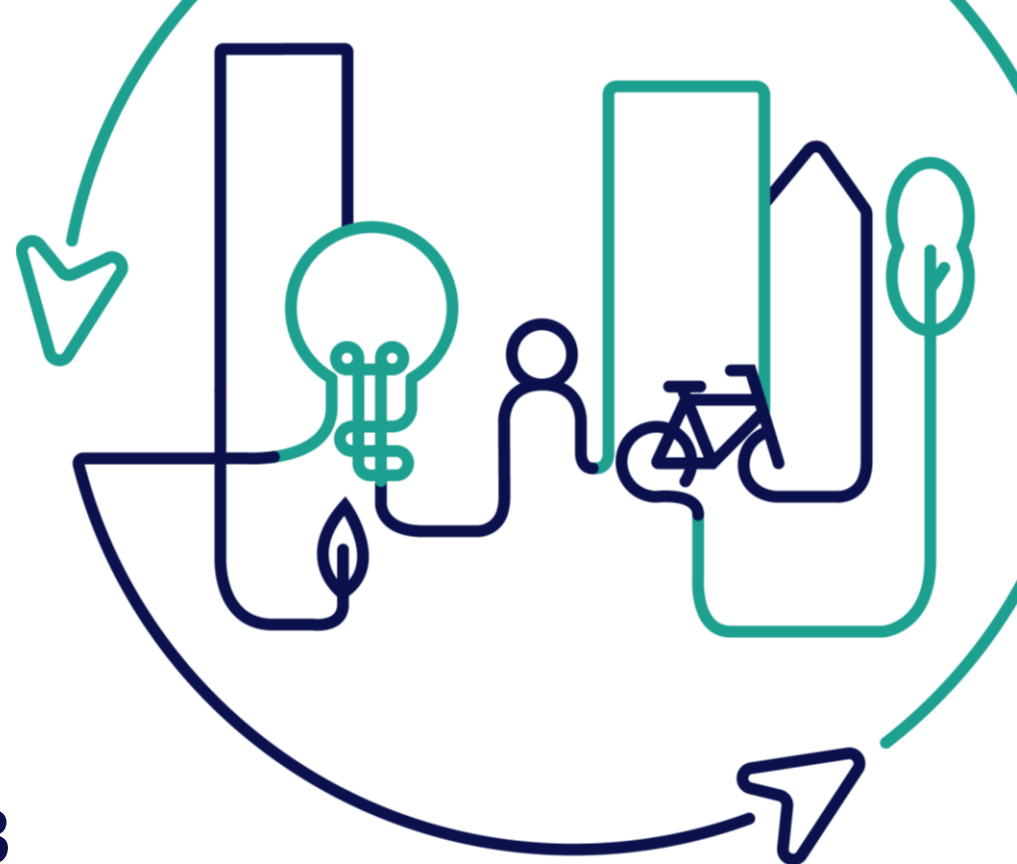
François Gallaga
DG Regional and Urban Policy
REGIO-URBAN-
TERRITORIAL@ec.europa.eu

More information at:
[Energy transition | EUI](#)
[\(urban-initiative.eu\)](#)



EUROPEAN U R B A N INITIATIVE

EUI-innovative actions call 3 Topic "Technology in cities"



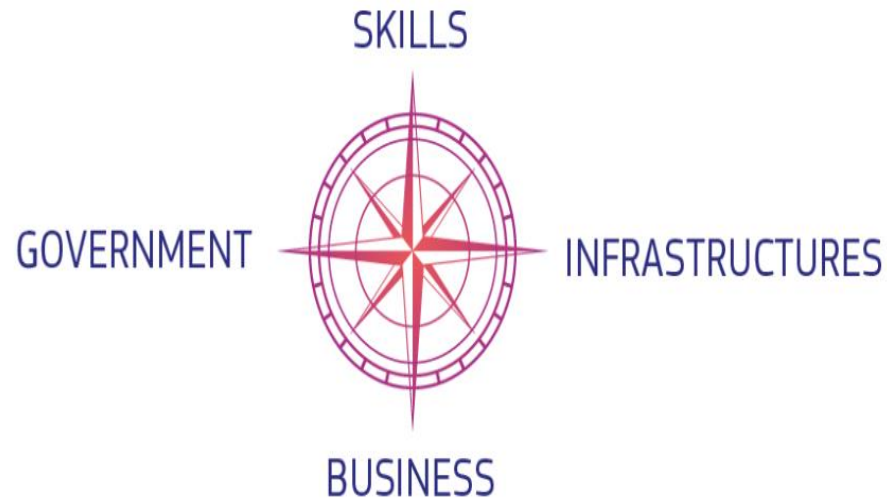
**Applicant seminar
Prague, 27 June
2024**



**Co-funded by
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DG REGIO Gabriel ONACA

Digital Decade: Targets for 2030



Digitalisation of public services

Key Public Services: 100% online

e-Health: 100% of citizens have access to medical records online

Digital Identity: 100% of citizens have access to digital ID



Digital transformation of businesses

Tech up-take: 75% of EU companies using Cloud, AI, or Big Data

Innovators: grow scale-ups & finance to double EU Unicorns

Late adopters: more than 90% of SMEs reach at least a basic level of digital intensity



STEP Regulation (EU) 2024/79

EU Industry I Competitiveness I Strategic Technologies

Strategic Technologies for Europe Platform

- support the development or manufacturing in the EU of **critical technologies**, or strengthen their value chains
- also aim to address **shortages of labour and skills that are critical for these technologies**.

STEP will raise and steer funding across **11 EU programmes** to three target investment areas:

- ❖ **Digital technologies and deep-tech innovation (e.g. Artificial intelligence, quantum technologies, advanced connectivity)**
- ❖ Clean and resource efficient technologies
- ❖ Biotechnologies

Overall, the platform could leverage **up to €160 billion in investment**



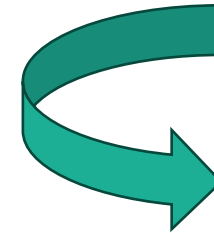
ERDF/CF/JTF/ESF+ will contribute to support investments according to the modified programmes 2021- 2027

EUI-INNOVATIVE ACTIONS CALL 3

Technology in cities



- **EUR 40 billion of cohesion policy to support digitalization in 2021-2027**
- **EUR 15 billion SUD implementing integrated strategies through the Specific objectives selected for this call.**



EUI-innovative actions Call 3
Make the right connections to support your project ideas on the « Technology in cities » topic!

Prompts for urban authorities:

- **Ensuring better and adapted public services** by optimizing public service delivery through innovative technological transformation (cost reduction, automation, acceleration, and simplification of administrative procedures).
- **Consolidating the local governance, ensuring an effective participatory democracy and stimulate innovation and competitiveness** by involving more local people, businesses, universities in the planning and design, with the aim to co-design and co-create the local solutions. The partnership with Universities and businesses should be developed to create and enhance innovation and smart specialization dynamics in the local economy.
- **Mastering the digital transformation, local data collection and sharing while ensuring the highest standards for data privacy** by innovative way of collect, use, store, and share sub-city-level data with increased granularity to provide better services for citizens and businesses.
- **Perfecting the Spatial planning, land use and industrial zoning** by using technologies in the strategic and spatial planning, for ensuring harmonious and optimal urban and peri-urban development.



- ✓ Prompts are indicative
- ✓ Combination is welcomed (integrated projects)
- ✓ EUI-IA strategic assessment criteria also matter

EUI-INNOVATIVE ACTIONS CALL 3

Technology in cities

Prompts for urban authorities:

- **Ensuring better services, digital and physical accessibility, and inclusion of persons with disabilities and older population** by increasing their active participation in the local governance system and by collecting and analysing data on the local specific needs and experiences, in order to create/adjust local policy. Specific focus on measures for labour market inclusion, lifelong learning, and retaining talent.
- **Safe, secure and resilient cities** by redesigning urban spaces for the citizens to be less exposed to climate change and other threats based on vulnerability assessment and scenarios, by proposing new innovative services, infrastructure and equipment contributing also to the resilience of critical infrastructures and public spaces.
 - ✓ **Strengthening prevention and mitigation of natural and man-made disasters**
 - ✓ **Ensuring food security in urban and functional areas**
 - ✓ **Cybersecurity**



- ✓ Prompts are indicative
- ✓ Combination is welcomed (integrated projects)
- ✓ EUI-IA strategic assessment criteria also matter

Link your proposal with the « Cohesion policy target »

The list of options is long, be selective and specify HOW your proposal will contribute to the objectives of your relevant Programme !

- **Specific objective 1.1** for a more competitive and smarter Europe by “developing and enhancing research and innovation capacities and the uptake of advanced technologies”.
- **Specific objective 1.2** for a more competitive and smarter Europe by “reaping the benefits of digitisation for citizens, companies, research organisations and public authorities”.
- **Specific objective 1.4** for a more competitive and smarter Europe by “developing skills for smart specialisation, industrial transition and entrepreneurship”.
- **Specific objective 1.5** for a more competitive and smarter Europe by “enhancing digital connectivity”.
- **Specific objective 2.4** for a greener Europe by “promoting climate change adaptation and disaster risk prevention and resilience, taking into account eco-system based approaches”.
- **Specific objective 4.1** for a more social and inclusive Europe by “enhancing the effectiveness and inclusiveness of labour markets and access to quality employment through developing social infrastructure and promoting social economy”.
- **Specific objective 4.2** for a more social and inclusive Europe by “improving equal access to inclusive and quality services in education, training and lifelong learning through developing accessible infrastructure, including by fostering resilience for distance and on-line education and training”.
- **Specific objective 4.3** for a more social and inclusive Europe by “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”.
- **Specific objective 5.1** for a Europe closer to citizens by “fostering the integrated and inclusive social, economic and environmental development, culture, natural heritage, sustainable tourism and security in urban areas”.
- **EUR 15 billion for SUD in 121 programmes with investments planned under the 9th specific objectives.**

EUI-INNOVATIVE ACTIONS CALL 3

Technology in cities

Information on Cohesion policy in your country?



National single portals: [National single portals - European Commission \(europa.eu\)](https://ec.europa.eu/europa)

- **Inforegio – summary of programmes:** [Inforegio - Programmes \(europa.eu\)](https://ec.europa.eu/europa)

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Priorities and Specific Objectives

Smarter Europe

- Enhancing research and innovation
- Reaping the benefits of digitalisation
- Growth and competitiveness of SMEs

Greener Europe

- Energy efficiency
- Circular economy
- Nature protection and biodiversity

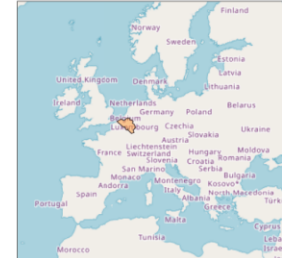
Social Europe

- Integration of marginalised communities

Europe closer to citizens

- Integrated development in urban areas

Related countries



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Technical Information

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A list of indicators inspired from Cohesion policy to capture some of the multiple dimensions of a technological « upgrade »

Output indicators (examples):

- New products and services created (*measurement unit: new products/services*).
- People supported (trained, upskilled, accompanied or assisted); (*measurement unit: persons*)
- Population covered by projects in the framework of integrated actions for socio-economic inclusion of marginalised communities, low-income households and disadvantaged groups (*measurement unit: persons*).

Result indicators (examples):

- Users of new and upgraded digital services, products and processes (measurement unit: users/year).
- Jobs created in supported entities (*measurement unit: annual FTEs*)
- Annual users of new or modernised health and/or social care facilities (measurement unit: users/year).

...NOT binding but to be used when relevant to complete your project proposals' specific indicators

‘Technology in cities’

Examples of relevant knowledge sources

Ninth report on economic, social and territorial cohesion

[Inforegio - Ninth Report on Economic, Social and Territorial Cohesion \(europa.eu\)](https://ec.europa.eu/info/policies/infrastructure/ninth-report-economic-social-territorial-cohesion_en)

European Commission Report “The future of cities: opportunities, challenges and way forward”

[the-future-of-cities_online.pdf](https://ec.europa.eu/info/policies/infrastructure/the-future-of-cities_en)

Urban Agenda for EU - Partnership on Digital Transition

[Digital Transition | UAEU \(urban-initiative.eu\)](https://urban-initiative.eu/digital-transition)

Urban Innovative Actions – Digital Transition

[Digital transition | UIA - Urban Innovative Actions \(uia-initiative.eu\)](https://uia-initiative.eu/digital-transition)

Urban Data Platform Plus (dashboards, strategies, reports and tools to analyse urban and territorial trends – JRC-REGIO).

[Urban Data Platform Plus \(europa.eu\)](https://urban-data-platform-plus.eu)

Programme summaries by country and managing authority contact details

[Inforegio - Programmes \(europa.eu\)](https://ec.europa.eu/info/policies/infrastructure/programmes_en)

'Technology in cities'

Examples of relevant knowledge sources

A Europe fit for the digital age

[A Europe fit for the digital age - European Commission \(europa.eu\)](#); [Excellence and trust in artificial intelligence - European Commission \(europa.eu\)](#)

The New European Innovation Agenda

[The New European Innovation Agenda - European Commission \(europa.eu\)](#)

The Digital Europe Programme

[The Digital Europe Programme | Shaping Europe's digital future \(europa.eu\)](#)

[LORDIMAS](#): A digital maturity assessment tool for regions and cities

[Online Procurement Helpdesk for Smart Communities](#) - service to advance digital maturity of cities and communities in early stages of digital transformation

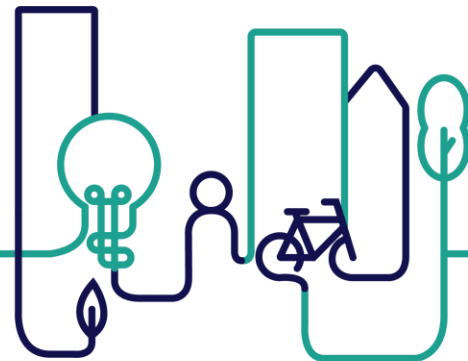
[Minimal Interoperability Mechanisms](#) for systems to communicate and share data effectively

Project examples - Smart Cities [Marketplace](#) – ICT projects

Coming soon ! Customer Discovery Program for design of Local Digital Twin Toolbox – Expression of Interest

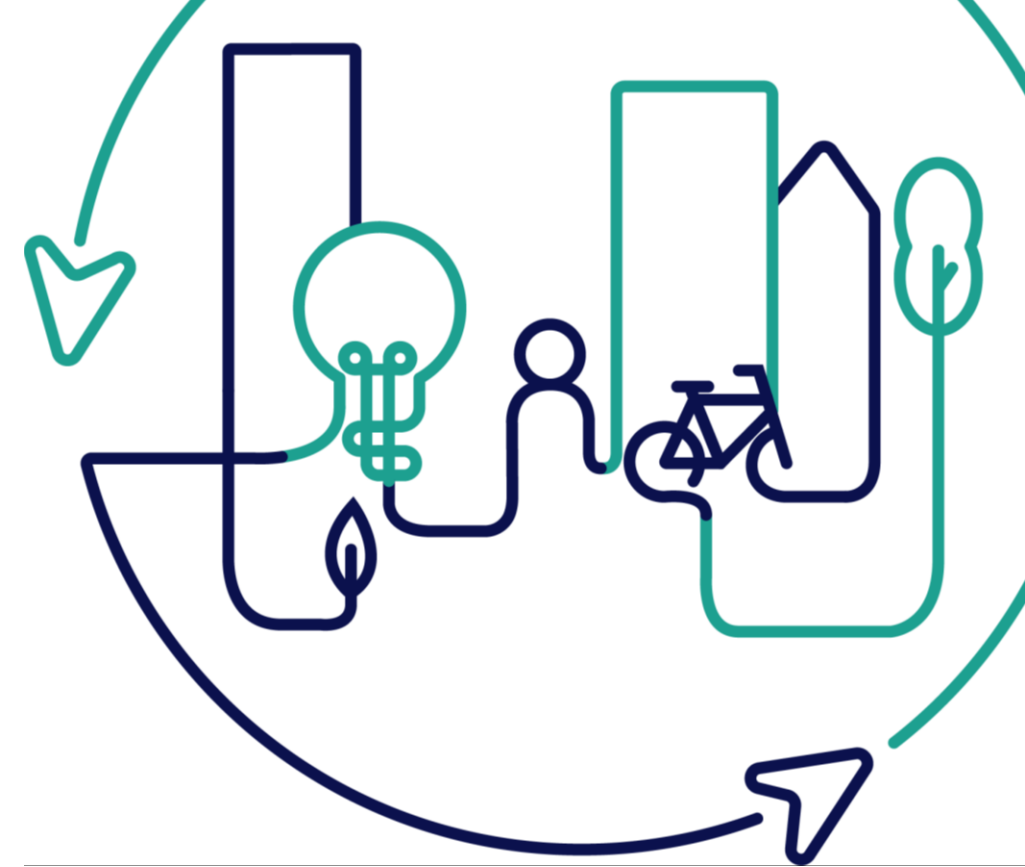
**Thank you for your
attention!**

More information at:
[Technology in cities | EUI](#)
[\(urban-initiative.eu\)](#)



EUROPEAN U R B A N INITIATIVE

Kathleen McCarron
European Urban Initiative Permanent Secretariat



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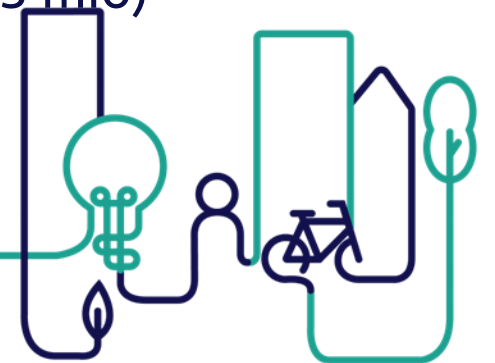


**KEY FEATURES
OF EUI-IA
PROJECTS**

EUI Innovative Actions (EUI-IA)

➤ Key aspects:

- Projects on sustainable urban **innovation**
- **local pilots** (experimental character, implementation aspect)
- **city-led, participative** character (**quadruple helix partnership** led by an urban authority)
- **transnational transfer** component
- **80% ERDF co-finance rate** (20% own contribution; max grant: EUR 5 mio)
- extensive use of **simplified cost options**



A stylized teal lightbulb icon with a circular glow, positioned on the left side of the slide. The base of the lightbulb is connected to a vertical line that extends down the page.

MAIN FEATURES OF an EUI-IA solution

1

INNOVATIVE

2

OF GOOD QUALITY

3

PARTICIPATIVE

4

MEASURABLE

5

SUSTAINABLE
AND SCALABLE

6

TRANSFERABLE

A stylized teal lightbulb icon with a circular base and a vertical stem, positioned on the left side of the slide.

MAIN FEATURES OF an EUI-IA solution

1

INNOVATIVE

new, bold, creative and experimental

not previously implemented in EU → benchmarking!

products, services, processes evolving from existing practices (evolutionary approach) or completely new solutions (revolutionary approach)

city-led

relevant to achieve CP goals with a potential to inspire the use of mainstream programmes

linked to urban megatrends i.e. green and digital transitions

www.urban-initiative.eu

A stylized teal lightbulb icon with a circular base and a vertical stem, positioned on the left side of the slide.

MAIN FEATURES OF an EUI-IA solution

2

OF GOOD QUALITY

clear and logical work plan
(objectives, activities,
deliverables and outputs)

realistic ambitions

effective management
structures and procedures

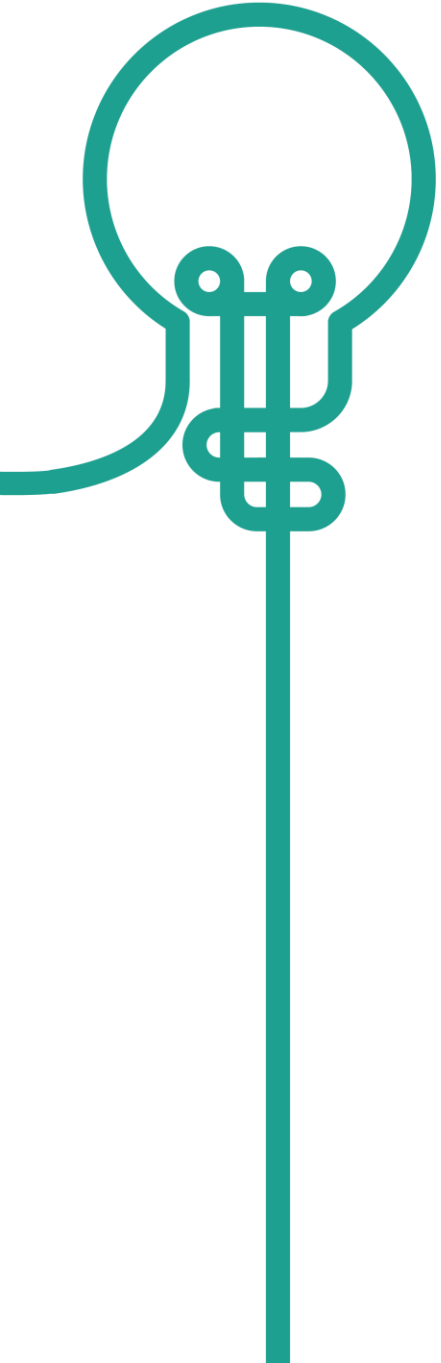
solid budget & good value for
money

3

PARTICIPATIVE

strong Project Partnership (public
authorities, industry, academia and
civil society)

participative approach (consultation,
coordination and co-design)



MAIN FEATURES OF an EUI-IA solution

4

MEASURABLE

clearly defined **changes to be achieved as a result** of the project's implementation

specific, realistic, measurable results quantified through indicators

relevant **monitoring and evaluation** activities

pre-defined indicators taken into account

5

SUSTAINABLE AND SCALABLE

significant and durable contribution to addressed challenges

potential to be self-sufficient - questions of **future ownership and potential funding sources** are addressed

linked to relevant local/regional/national **strategies and policies**

potential to be **scaled-up**

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MAIN FEATURES OF an EUI-IA solution

6

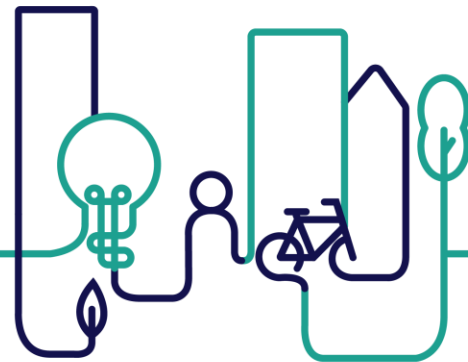
TRANSFERABLE

central ambition: outputs and solutions used and replicable by other European urban areas > MANDATORY TRANSFER COMPONENT

on the strategic level:

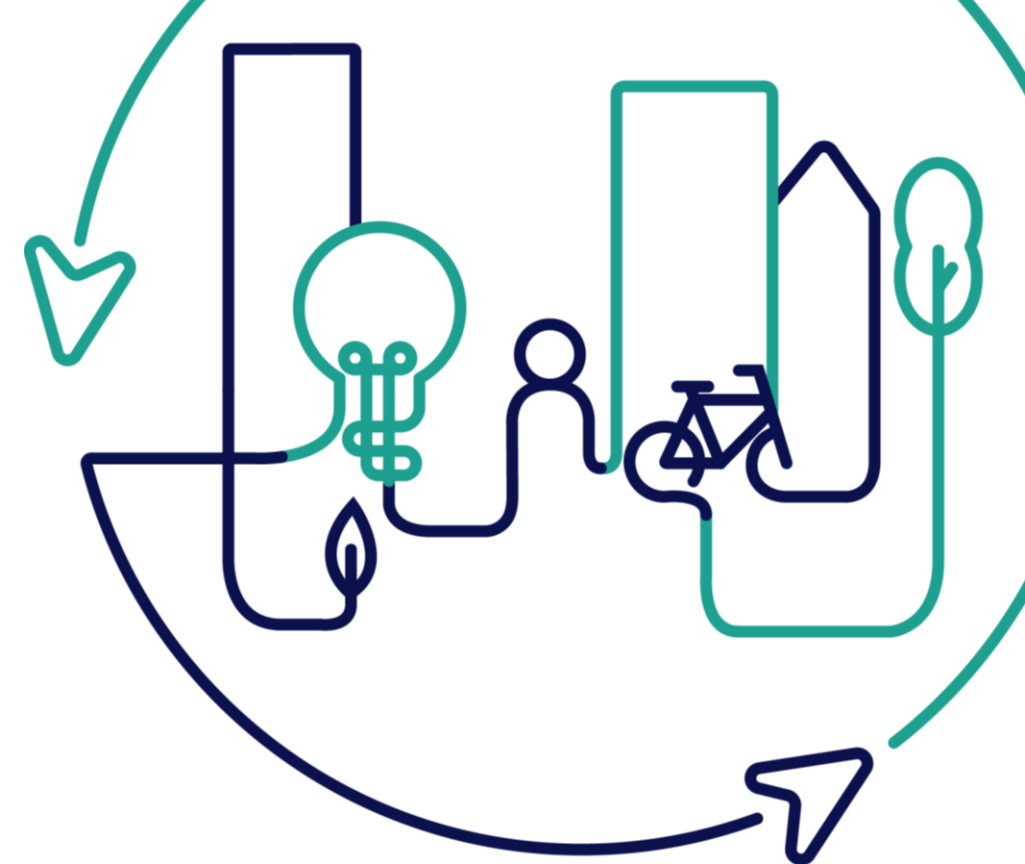
to foster innovation capacities, support knowledge building

Questions & Answers



EUROPEAN U R B A N INITIATIVE

Camille Degryse
European Urban Initiative Permanent Secretariat

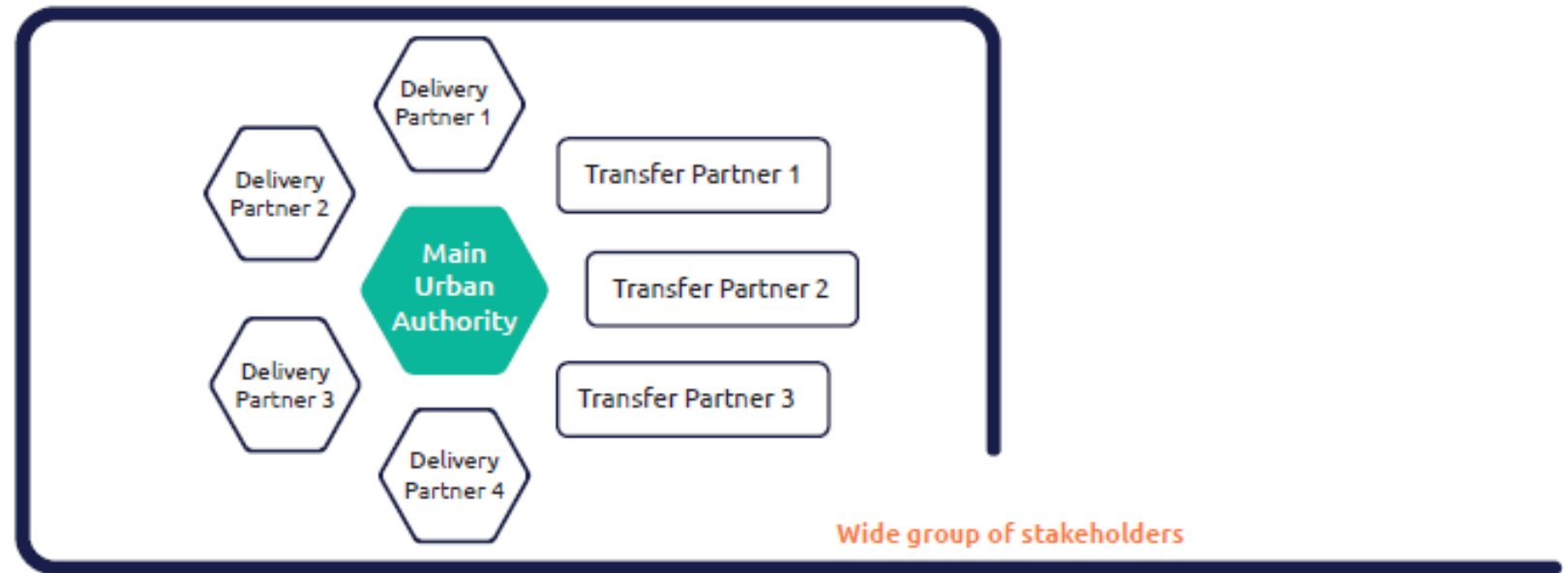


Co-funded by
the European Union



**Partnership
Principles**

Overview of the composition of an EUI-IA Partnership



Up to you to decide which Partners and competencies are needed to deliver your innovative solution!



General Partnership Principles

- Only an eligible Urban Authority can submit a proposal
- All eligible authorities and Project Partners must be **located in the EU**
- **Very local Partnerships**
- No transnational partnerships expected (except for Transfer Partners), unless specific competencies are needed and justified
- **Balanced, complementary**, promote horizontal & vertical integration
- A given Urban Authority (MUA or AUAs) cannot be involved in more than 1 application per Call for proposals (Delivery Partners have no such restrictions).
- Cooperation formalized in a Partnership Agreement

A strong local partnerships between public bodies, the private sector and civil society is a cornerstone of sustainable urban development.

**Main Urban
Authorities**



Role of the Main Urban Authority

- Responsible for the **overall implementation and management** of the project
- **Strategic leading role** in the development of the EUI-IA
- Bears the entire **financial and juridical responsibility** vis-à-vis the Entrusted Entity
- **Directly involved** in the experimentation
- **Chairing the Project Partnership**
- **Dedicated budget** and co-financing

Which Urban Authorities can apply?

1

Individual Urban Authorities

Any eligible Local Administrative Units
E.g. Municipalities, Districts (in case of some larger cities)

2

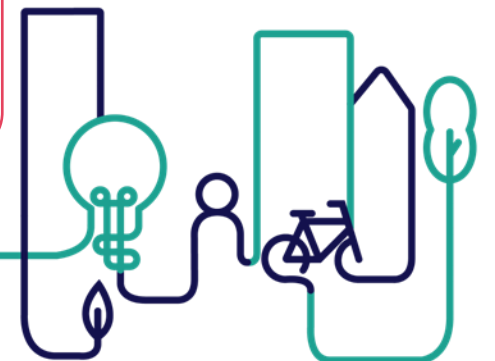
Organised agglomerations

Any eligible organised agglomerations
E.g. Métropoles (FR), Mancomunidades (ES), Città Metropolitane (IT), Landkreis (DE), Comunidades Intermunicipais (PT)...

3

Association of individual urban authorities applying jointly

Any eligible group of urban authorities willing to submit a project together.
E.g. 3 (contiguous) municipalities willing to apply jointly to address a similar challenge



What defines an eligible MUA?



1

Local Administrative Unit (LAU) or a grouping of LAUs

2

Population > **50 000 inhabitants**

3

Degree of Urbanisation (DEGURBA 1 or 2): cities, towns or suburbs



Reference document:



EUI-IA Call3 Correspondence table

How to check the eligibility of the MUA?

NUTS 3 CODE	LAU CODE	LAU_CODE_2	LAU NAME NATIONAL	LAU NAME LATIN	CHANGE (yes/no)	POPULATION	TOTAL AREA (m2)	DEG-URBA	DEG-URBA same as last year?
BE211	11001	BE_11001	Aartselaar	Aartselaar	no	14468	11015556	2	
BE211	11002	BE_11002	Antwerpen	Anvers	no	531420	204293229	1	
BE211	11004	BE_11004	Boechout	Boechout	no	13557	20710028	2	
BE211	11005	BE_11005	Boom	Boom	no	18825	7387152	2	
BE211	11007	BE_11007	Borsbeek	Borsbeek	no	11107	3901269	2	
BE211	11008	BE_11008	Brasschaat	Brasschaat	no	38254	38580646	2	
BE211	11009	BE_11009	Brecht	Brecht	no	29833	91451100	2	
BE211	11013	BE_11013	Edegem	Edegem	no	22256	8717948	2	
BE211	11016	BE_11016	Essen	Essen	no	19216	47568895	2	
BE211	11018	BE_11018	Hemiksem	Hemiksem	no	11737	5479228	2	
BE211	11021	BE_11021	Hove (Antwerpen)	Hove (Anvers)	no	8300	6018087	2	
BE211	11022	BE_11022	Kalmthout	Kalmthout	no	19052	59409054	2	
BE211	11023	BE_11023	Kapellen (Antwerpen)	Kapellen (Anvers)	no	27634	37220780	2	
BE211	11024	BE_11024	Kontich	Kontich	no	21267	23801502	2	
BE211	11025	BE_11025	Lint	Lint	no	8739	5651541	2	
BE211	11029	BE_11029	Mortsel	Mortsel	no	26220	7784336	2	
BE211	11030	BE_11030	Niel	Niel	no	10506	5320952	2	
BE211	11035	BE_11035	Ranst	Ranst	no	19744	43675152	2	
BE211	11037	BE_11037	Rumst	Rumst	no	15160	20134220	2	
BE211	11038	BE_11038	Schelle	Schelle	no	8570	7774410	2	
BE211	11039	BE_11039	Schilde	Schilde	no	19952	36095679	2	
BE211	11040	BE_11040	Schoten	Schoten	no	34320	29493576	2	

▶
BE
BG CZ DK DE EE IE EL ES FR HR IT CY LV LT LU HU MT NL AT PL PT RO SI SK FI ...

 It is strongly recommended to carry out an eligibility self-assessment!

1

Individual Urban Authorities

Any Municipality/ City Council **fulfilling the 3 criteria** defining an eligible Urban Authority:

- Recognized as Local Administrative Unit



Agencies and companies fully/ partially owned by a Municipality are not LAUs and cannot be recognised as eligible urban authorities

- Population (> 50 000 inhabitants)
- Degree of urbanisation by Eurostat (DEGURBA 1 or 2)

Case n°1
(Most EU Member States)

Administrative borders of municipalities/city councils **CORRESPOND to LAUs as defined by Eurostat**

→ **Direct check possible** in the Eurostat correspondence table

Case n°2
(Case of PT, EL, MT, LV, IE)

Administrative borders of municipalities/city councils include several LAUs, so **DO NOT CORRESPOND to single LAU as defined by Eurostat**

→ **Further calculation needed** from the Eurostat correspondence table

1

Individual Urban Authorities - *Example*

Case n°1 (Most EU Member States)

➔ Check the 3 conditions

Italy

LAU NAME NATIONAL	LAU NAME alternative	CHANGE (yes/no)	POPULATION	TOTAL AREA (m2)	DEGURBA
Treviso		no	84930	55578100	1



Romania

LAU NAME NATIONAL	LAU NAME LATIN	CHANGE (yes/no)	POPULATION	TOTAL AREA (m2)	DEGURBA
Municipiul Deva	Municipiul Deva	no	67786	58780383	2



1

Individual Urban Authorities - *Example*

Case n°1 (Most EU Member States)

Sweden

LAU NAME NATIONAL	LAU NAME LATIN	CHANGE (yes/no)	POPULATION	TOTAL AREA (m2)	DEGURBA
Värmdö		no	45566	443970000	3



France

LAU NAME NATIONAL	LAU NAME LATIN	CHANGE (yes/no)	POPULATION	TOTAL AREA (m2)	DEGURBA
Châlons-en-Champagne	Châlons-en-Champagne	no	44753	26040000	2



1

Individual Urban Authorities - *Example*

Case n°2 (PT, EL, MT, LT, LV, IE)

➔ *Calculation is needed to check the 3 conditions*

Portugal - Amarante Municipality

- The administrative borders of the Municipality do not correspond to LAUs as defined by Eurostat
- 26 constitutive parishes considered as LAUs by Eurostat
- Calculation required:

➔ Sum of the total population (**> 50 000 inhab.**) ✓

➔ Share of the population with **DGURB 1 or 2 (> 51%)** ✓

Code	LAU	POP	DEGURBA
130112	FREGIM	2 836	2
130119	LOMBA	793	2
130120	LOUREDO	638	2
130121	LUFREI	1 777	2
130135	TELÕES	4 226	2
130136	TRAVANCA	2 278	2
130138	VILA CAIZ	3 026	2
130142	UNIÃO DAS FREGUESIAS DE AMARANTE (SÃO GONÇALO), MADALENA, CEPELOS E GATÃO	11 840	2
130144	UNIÃO DAS FREGUESIAS DE FIGUEIRÓ (SANTIAGO E SANTA CRISTINA)	3 828	2
130145	UNIÃO DAS FREGUESIAS DE FREIXO DE CIMA E DE BAIXO	3 643	2
130147	VILA MEÃ	5 006	2
130103	ANSIÃES	623	3
130107	CANDEMIL	771	3
130115	FRIDÃO	863	3
130117	GONDAR	1 686	3
130118	JAZENTE	542	3
130123	MANCELOS	3 114	3
130126	PADRONELO	884	3
130128	REBORDELO	365	3
130129	SALVADOR DO MONTE	1 066	3
130134	GOUVEIA (SÃO SIMÃO)	633	3
130139	VILA CHÃ DO MARÃO	940	3
130141	UNIÃO DAS FREGUESIAS DE ABOADELA, SANCHE E VÂRZEA	1 675	3
130143	UNIÃO DAS FREGUESIAS DE BUSTELO, CARNEIRO E CARVALHO DE REI	1 019	3
130146	UNIÃO DAS FREGUESIAS DE OLO E CANADELO	492	3
130148	UNIÃO DAS FREGUESIAS DE VILA GARCIA, ABOIM E CHAPA	1 700	3

Total POP:	56 264	
POP in LAUs with DEGURBA 1 or 2:	39 891	70.9%
POP in LAUs with DEGURBA 3:	16 373	29.1%

2

Organised Agglomerations

→ Association or grouping of urban authorities with a **legal status of organised agglomeration:**

- Be officially **recognised as a tier of local government** (different from the regional and provincial levels)
- Be composed **only by municipalities/city councils**
- Have **specific and exclusive competences**, fixed by national law, delegated by the municipalities involved, for policy areas relevant for the project
- Have a specific **political** (with indirect representation of the municipalities involved) **and administrative structure** (dedicated staff)

→The combined number of inhabitants is **at least 50.000**

→The majority of inhabitants (**>51%**) lives in constitutive LAUs of the agglomeration that are classified as cities, towns or suburbs according to the degree of urbanisation by Eurostat (**DGURBA 1 or 2**).



Considered as a **Single Urban Authority in the Application Form:**

- Shall be indicated as 'Main Urban Authority' in the Application Form
- Represent all municipalities/city councils involved

Organised Agglomerations - *Examples*

Eligible

(Non exhaustive list)

- Metropolitan areas
- Intermunicipal associations - E.g. Communautés de communes, d'agglomération (FR), Unione di Comuni (IT), Mancomunidades (ES), Comunidades Intermunicipais (PT),...
- Landkreis (DE)
- European Groupings of Territorial Cooperation (if solely composed by urban authorities)

Not eligible

(Non exhaustive list)

- National associations of cities
- Environment Consortium
- Regional/natural parks
- Provinces, Regions, Counties
- LEADER region
- « Patto dei sindaci »
- Tourism districts

3

Association of Urban Authorities applying jointly without legal status of Organised Agglomeration

This is allowed under the following conditions:

- One of the Urban Authorities is identified as '**Main Urban Authority**' and the others are listed as '**Associated Urban Authorities**'
- The **total combined number** of inhabitants is **> 50 000 inhabitants**
- **Each** single Urban Authority composing the association is a **Local Administrative Unit**
- **Each** single Urban Authority composing the association is considered as a city, town or suburb according to the degree of urbanisation by Eurostat (**DGURB 1 or 2**)



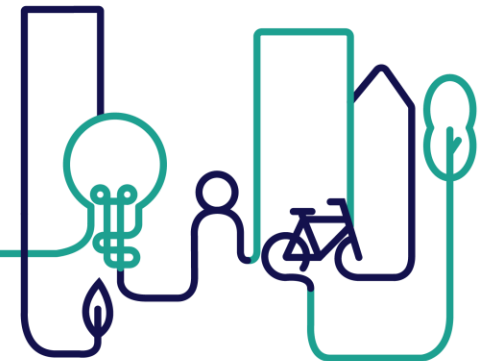
Territorial contiguity & limited number of AUAs involved are recommended.

Specific case of rural LAUs

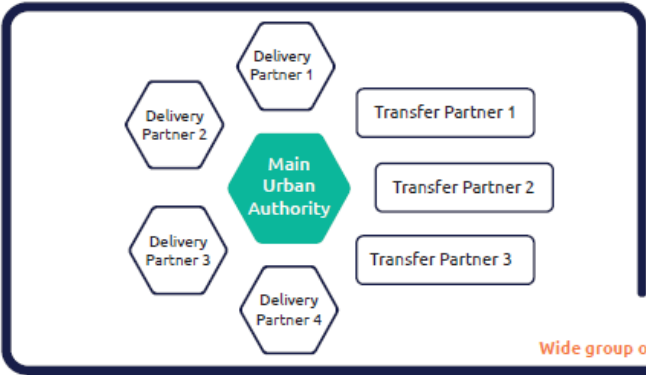


It is possible to include in the EUI-IA Partnership Local Administrative Units defined as **rural** according to their degree of urbanization (**DEGURBA code 3**), if:

- The innovative solutions require an **urban-rural interface or functional area** approach
- The rural LAU is identified as a **Delivery Partner** in the Application Form
- The number of inhabitants does not count to reach the minimum eligibility threshold of 50 000.
- The reason for including LAU defined as rural is clearly presented and **justified** in the AF.



1



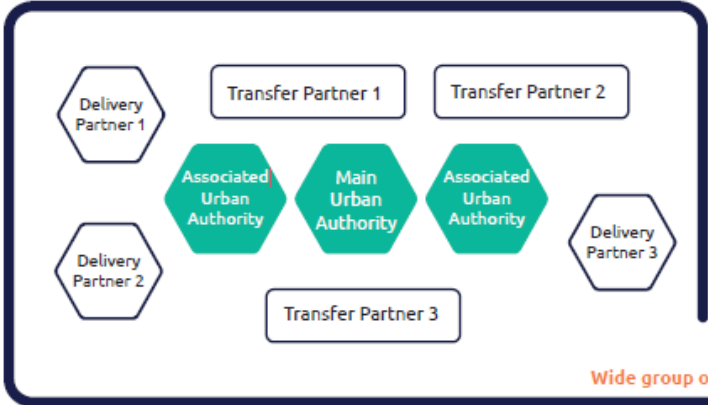
Wide group of stakeholders

2



Wide group of stakeholders

3



Wide group of stakeholders



EUI-IA Call 3 Correspondence table



**Data missing or not available in the table?
Doubts on the accuracy or interpretation of the
data?**

Contact us at innovativeactions@urban-initiative.eu !

**Delivery
Partners**



Role of the Delivery Partners

- **Active role** in the implementation of the project
- Mix of relevant Partners (Institutions, higher education institutes, sectoral agencies, NGOs, private sector...) that are needed to deliver the proposed solution
- Key organisation able to bring knowledge and expertise into project design & implementation
- Responsible for the delivery of specific activities and of the related deliverables/outputs
- **Dedicated budget** and co-financing
- To be selected through fair and transparent procedures
- Any organisation having **legal personality**, except:
 - Consultancy firms having as primary objective the development and management of European projects, and
 - Organisations with no staff budgeted (only declaring external expertise costs)



More than 10 partners may require extra efforts and resources to ensure an effective management!



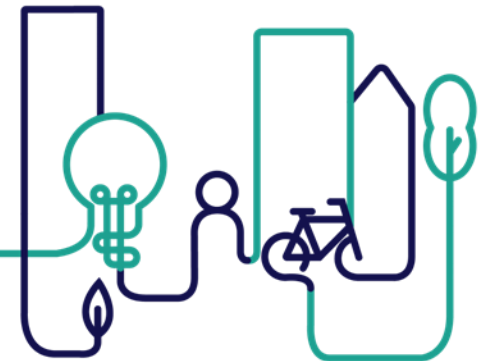
**Transfer
Partners**

Transfer Objectives

- Have the **processes and results of experimentation followed by partner cities from other Member States** (Transfer Partners).

Why?

- To **increase the general adaptability and replicability** of the innovative solution
- Allow Transfer Partners to **raise their own innovation potential** and increase their capacity for implementing innovative solutions .
- To **prepare the process of replicating** the tested innovative solution
- To contribute to the **improvement of local policies and strategies.**
- To support **knowledge exchange** between all Partners





Role of the Transfer Partners

- **Urban authorities** joining the Project Partnership to follow and learn from the experimentation and interested in replicating the innovative solution
- **3 Transfer Partners** originating **from other Member States** than the MUA
- Located in the EU
- Local Administrative Unit defined according to the degree of urbanisation (**DEGURBA 1 or 2**)
- **No minimum number of inhabitants** required
- **Active role in the Transfer Work Package** (compulsory outputs)
- Dedicated **fixed budget** (EUR 120 000 ERDF lump sum) and co-financing

IDENTIFICATION & SELECTION OF THE TRANSFER PARTNERS

START: APPLICATION STAGE

- **WHO?** *The proposal identifies other European urban areas that could benefit from replicating the proposed solution in view of the favourable conditions for transfer (similar contexts, characteristics) (...)*
- **WHAT?** *The proposal identifies which main outputs/elements of the proposed solution(s) can be transferred or replicated in further urban areas across EU and which are the basic conditions (...)*

Urban Matchmaker



END: INITIATION PHASE

Transfer Partners selected and Partnership Agreement or (minimum) letters of intent signed

**Wider group of
Stakeholders**

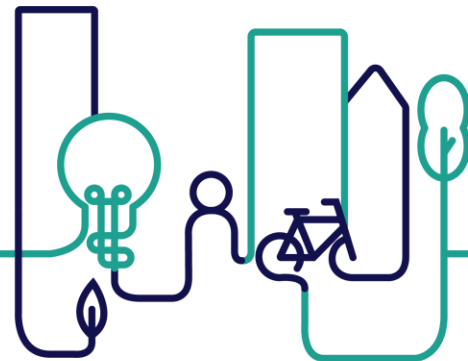


Role of the Wider group of Stakeholders

- Local communities, social partners, business, NGOs, experts, institutions, organisations, individuals, project's target groups that **may influence or be influenced by the project**
- No official status of Project Partners
 - **No active role/** responsibilities
 - **No dedicated budget**
- Recommended to be involved in the design and implementation of the project to ensure a smooth project delivery and maximize sustainability (**co-creation**)
- Projects shall design **structured mechanisms** to ensure their effective involvement (clearly explained in the AF)

Identifying stakeholders, understanding their influence on the EUI-IA project, and balancing their needs and expectations are critical to the success of the project!

Questions & Answers

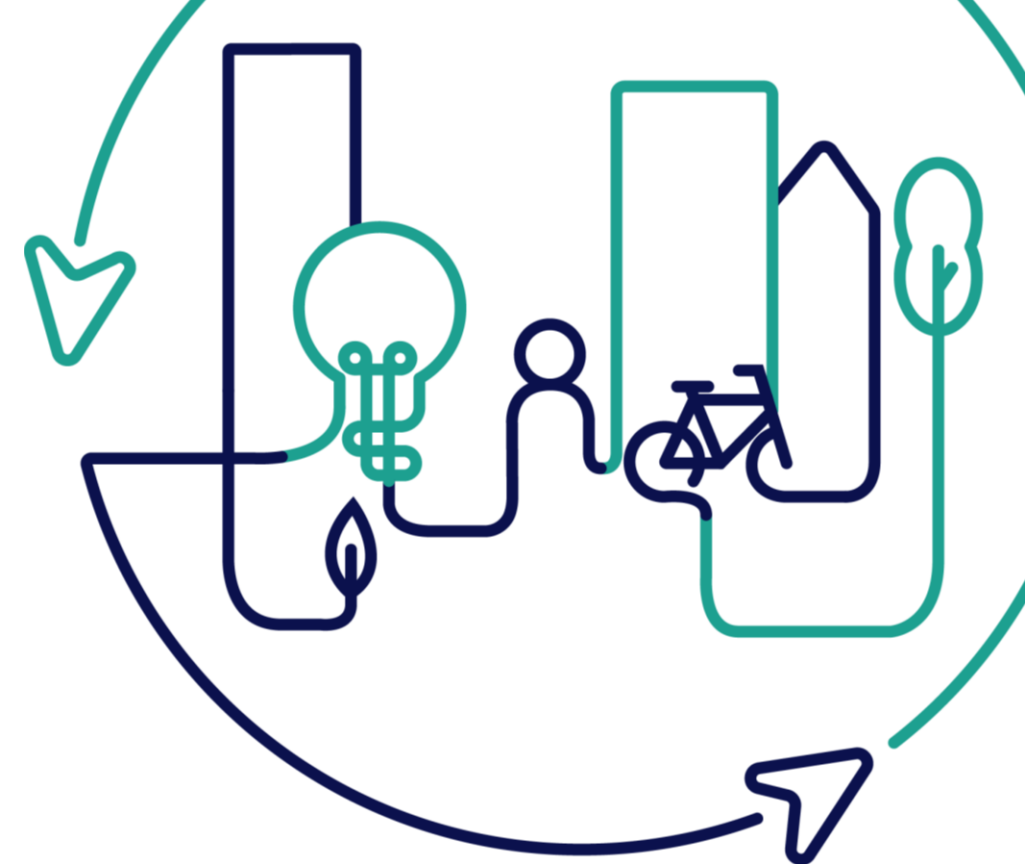





Coffee Break

EUROPEAN U R B A N INITIATIVE

Nicolas Chesnel
European Urban Initiative Permanent Secretariat



Co-funded by
the European Union



Intervention Logic and Project Phases

1

Intervention logic

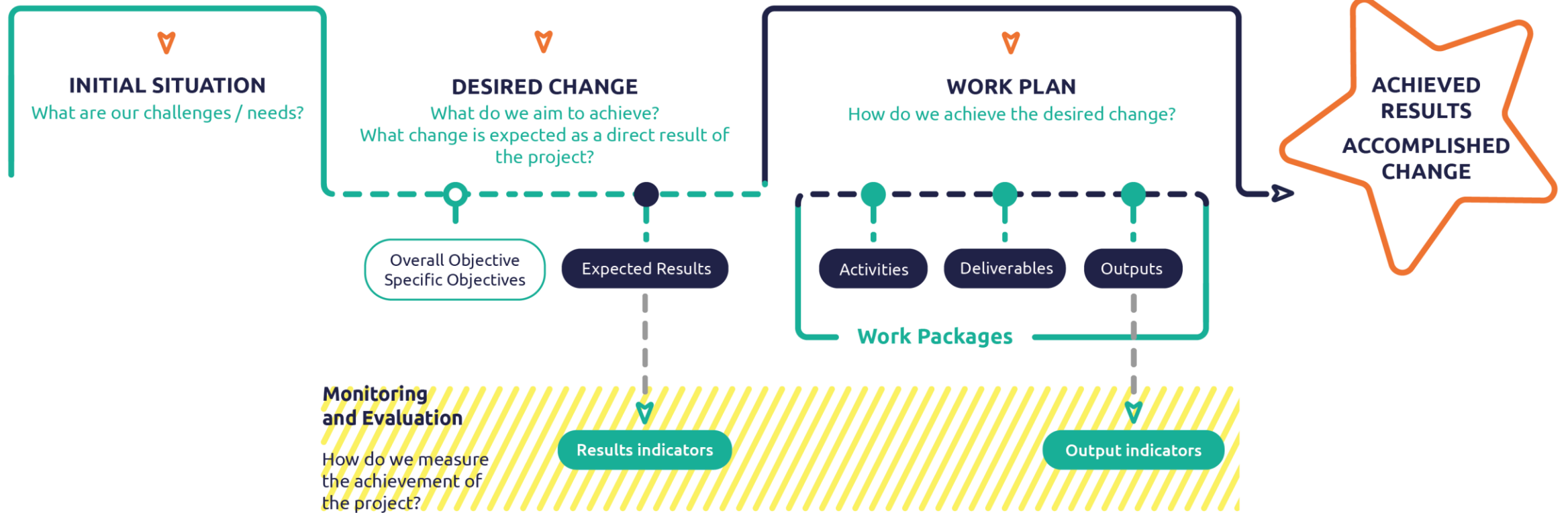
2

Application Form



**Intervention
Logic**

PROJECT INTERVENTION LOGIC



A stylized teal lightbulb icon with a circular glow, positioned on the left side of the slide. The bulb is connected to a vertical line that extends down the page.

MAIN ELEMENTS OF THE INTERVENTION LOGIC

Overall Objective

WHAT DO YOU AIM TO ACHIEVE THROUGH THE PROPOSED PROJECT?
Relates to strategic aspects and the overall context (strategic ambition of the Main Urban Authority)

Describes a long-term change (beyond the project duration) in an socio-economic situation for the benefit of the beneficiaries

Specific Objectives (max. 3)

Contribute to the overall objective

Are narrower in scope and detail what the project is trying to achieve during its duration

Expected Results (max. 3)

Reflect the desired mid-term change in the local situation as direct consequence of the project implementation

Describe the immediate advantage for beneficiaries
Should correspond to specific objectives



Examples

	Project A	Project B
Overall Objective	Reduce the poverty risk among single parents working in the health sector in the city	Use invasive alien plant species as a resource in the city
Specific Objective	<ol style="list-style-type: none">1. Enable single parents working in the health sector in the city to take up full-time employment2. Ensure flexible care for children of single parents working in the health care sector	<ol style="list-style-type: none">1. Develop new approaches for manufacturing new products* from invasive alien plant species <small>*dyes, stationery articles, wood articles ...</small>2. Improve IAS plant management in the city
Expected Results	<ul style="list-style-type: none">- Increased number of single parents in full time employment in the health sector.- Increased offer of flexible childcare support for health care workers.- Reduced number of single families at risk of poverty	<ul style="list-style-type: none">- Increased quantity of IAS plants used as a resource.- New sustainable products using IAS plants developed.

INDICATORS

Output Indicators

- Measure and monitor project outputs
- Predefined in the Terms of Reference of the relevant Call for Proposals
- Relevant ones for the project proposal should be selected
- If they do not fit the category "other" should be selected

Result Indicators

- Measure the effects of the interventions on the target area
- Predefined in the Terms of Reference of the relevant Call for Proposals
- Relevant ones for the project proposal should be selected
- If not sufficient or relevant project should develop own indicators
- Use RACER criteria to define good quality indicators

Relevant

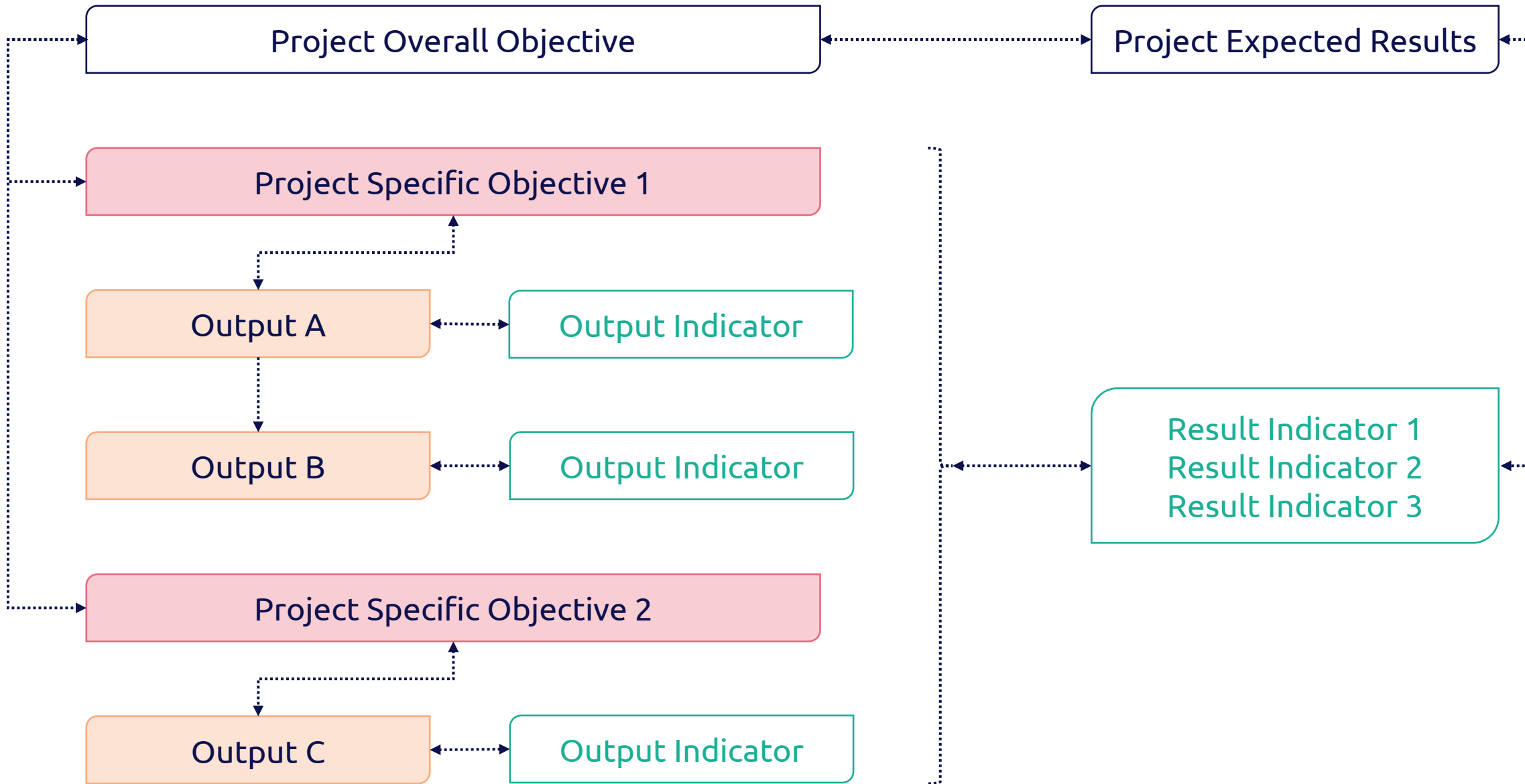
Accepted

Credible

Easy

Robust







Intervention Logic

To which element its definition?

Project result

The change you will have realised with your project

Overall objective

Your strategy, the way you will tackle a challenge/a need

Specific objective

Further refining your approach, breaking it down in smaller, more feasible sub-strategies

Output

What you will concretely deliver



MAIN ELEMENTS OF THE WORKPLAN

WORK PACKAGES: Main pillars of the project, constituted by a group of related project activities, required to produce project outputs

ACTIVITIES: Specific tasks performed for which resources are used

- Each activity shall result in a deliverable

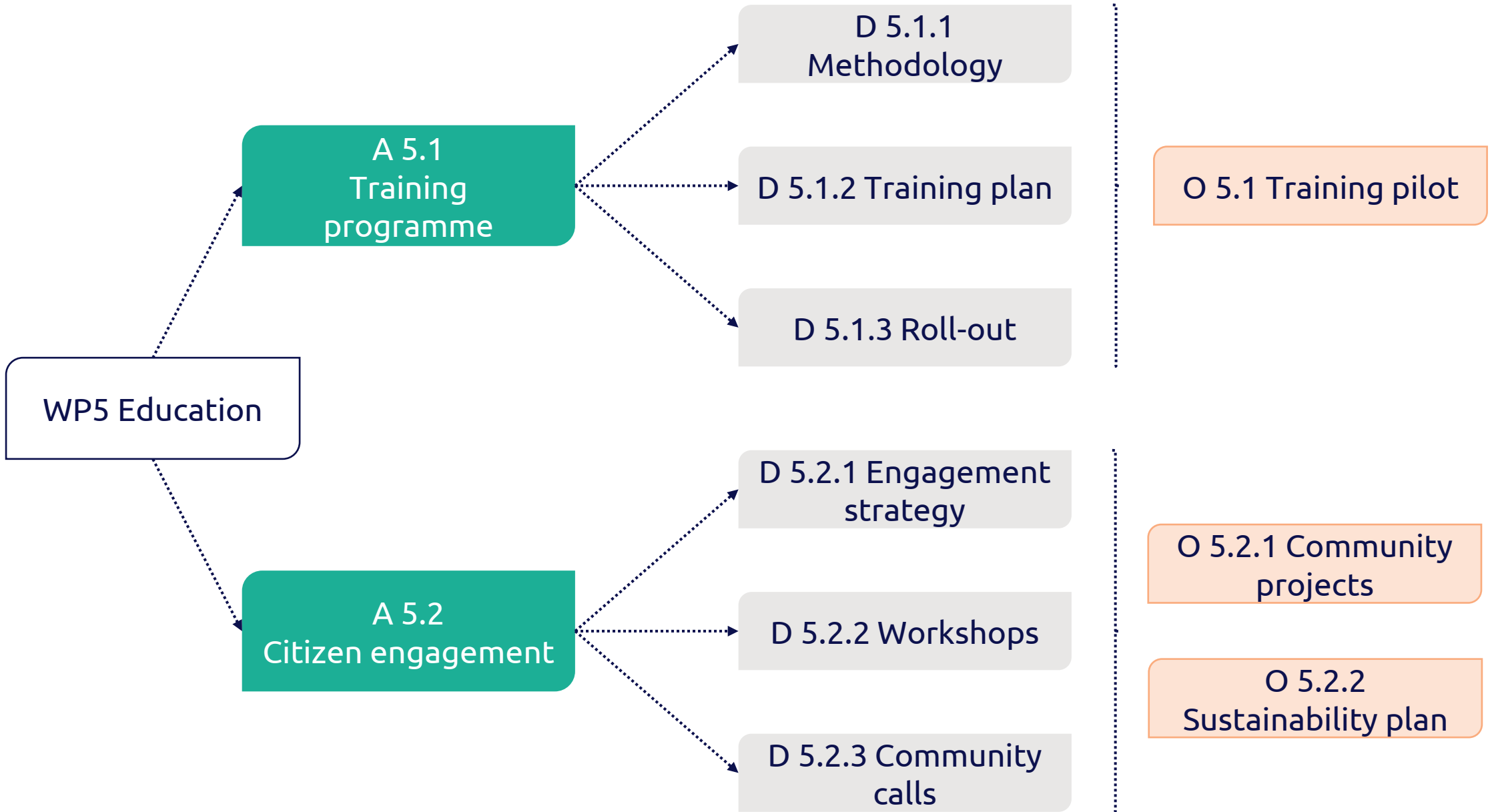
DELIVERABLES: Tangible or intangible objects delivered within an activity

- Considered as intermediary/ relevant steps in the delivery of a project output
- Shall directly contribute to the achievement of the project output

OUTPUTS: Main products of the project that have been produced as a result of the funding given to the project

- Minimum one per Thematic WP

BUDGET: Necessary resources per partner must be filled in the related budget line in each Work Package



WP6
X City's Cultural Route

A 6.1 Design and Urban, IT interventions to the cultural elements of the route

I 6.1 Extended and renovated Theatre and Museums

D 6.1.1 Planning and participatory design process

D 6.1.2 Tender

D 6.1.3 Urban and IT interventions

O 6.1.1 New Cultural Route Map

O 6.1.2 Tender award

O 6.1.3 Cultural elements ready for use

TIPS FOR BUILDING A STRONG INTERVENTION LOGIC

- 
- Use a **participatory/co-creative** approach involving a **diverse group of stakeholders**.
 - Focus on involving stakeholders involved in key parts of the process rather than the whole design (e.g. by verifying challenges and expected outcomes, or by depending outputs, outcomes and their indicators on challenges identified).
 - Important **initial preparation**.
 - Intermediate information processing.
 - It is suggested to **periodically review the logical sequence of elements** of the project intervention logic when developing the project proposal.
 - The logic model should be **updated to account for any changes** in project development and ensure continued alignment with project objectives.
 - Guide the design and implementation of **monitoring and evaluation** of the work programme.

TIPS FOR APPLICANTS

INTERVENTION LOGIC

- Ensure that the expected result(s) are **in line the project overall objective**
- Ensure that results are **different** from outputs or activities but that the link between activities, outputs and result is **clear and coherent**.
- Make sure outputs and results indicators capture **all the dimensions** of the project
- But also limit the outputs to the **end-product(s)** of your project
- Formulate clear and specific results: they should **not be too long or too broad**
- Your expected results should be different from results indicators but remain **coherent**

TIPS FOR APPLICANTS

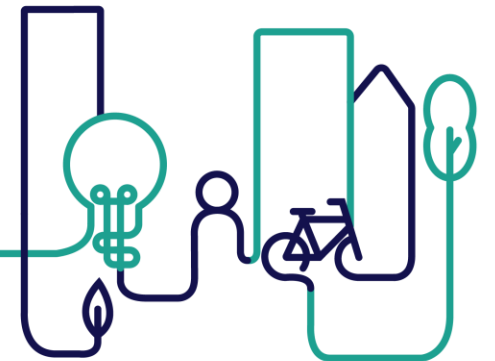
Focus on result indicators: avoid impact-like or output-like indicators

- **Impact-like indicator:** the number of start-up created increased by 2% in the city
 - Difficult to measure
 - Not only the outcome of the project
 - Long-term
- **Output-like indicator:** the number of people attending training course
 - Easy to measure
 - Does not capture the benefit for the target group
- **Result indicator:** improved capacities of participants
 - No baseline
- **Better result indicator:** 80% participants say they have better capacities to start their own company compared to their 2021 level
 - Before/after situations can be measured

TIPS FOR APPLICANTS

Are those outputs, results or impact-like indicators ?

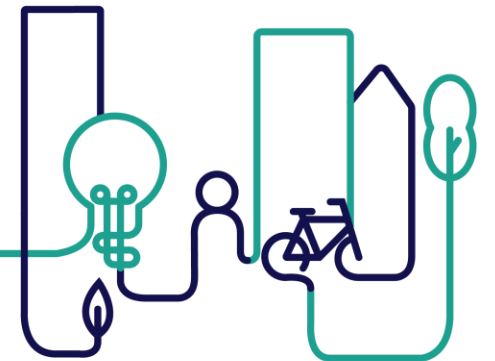
- Number of junior doctors trained
- Growth rate in agricultural production
- Increased % of homes with better insulation through financial scheme
- Number of women using family planning
- Decreased % of population vulnerable to food insecurity
- Number of new surface area of urban green spaces



TIPS FOR APPLICANTS

Are those outputs, results or impact-like indicators ?

- Number of junior doctors trained – output
- Growth rate in agricultural production – impact
- Increased % of homes with better insulation through financial scheme – result
- Number of women using family planning – output
- Decreased % of population vulnerable to food insecurity – result
- Number of new surface area of urban green spaces - output





Application Form



STRUCTURE OF THE APPLICATION FORM

A

PROJECT SUMMARY

B

PARTNERSHIP

C

PROJECT DESCRIPTION

D

WORKPLAN

E

PROJECT BUDGET

F

SOURCE(S) OF PARTNERS' CONTRIBUTIONS

G

RISK MANAGEMENT

H

CONFIRMATION SHEET

ANNEX



STRUCTURE OF THE APPLICATION FORM

SECTION D – WORKPLAN

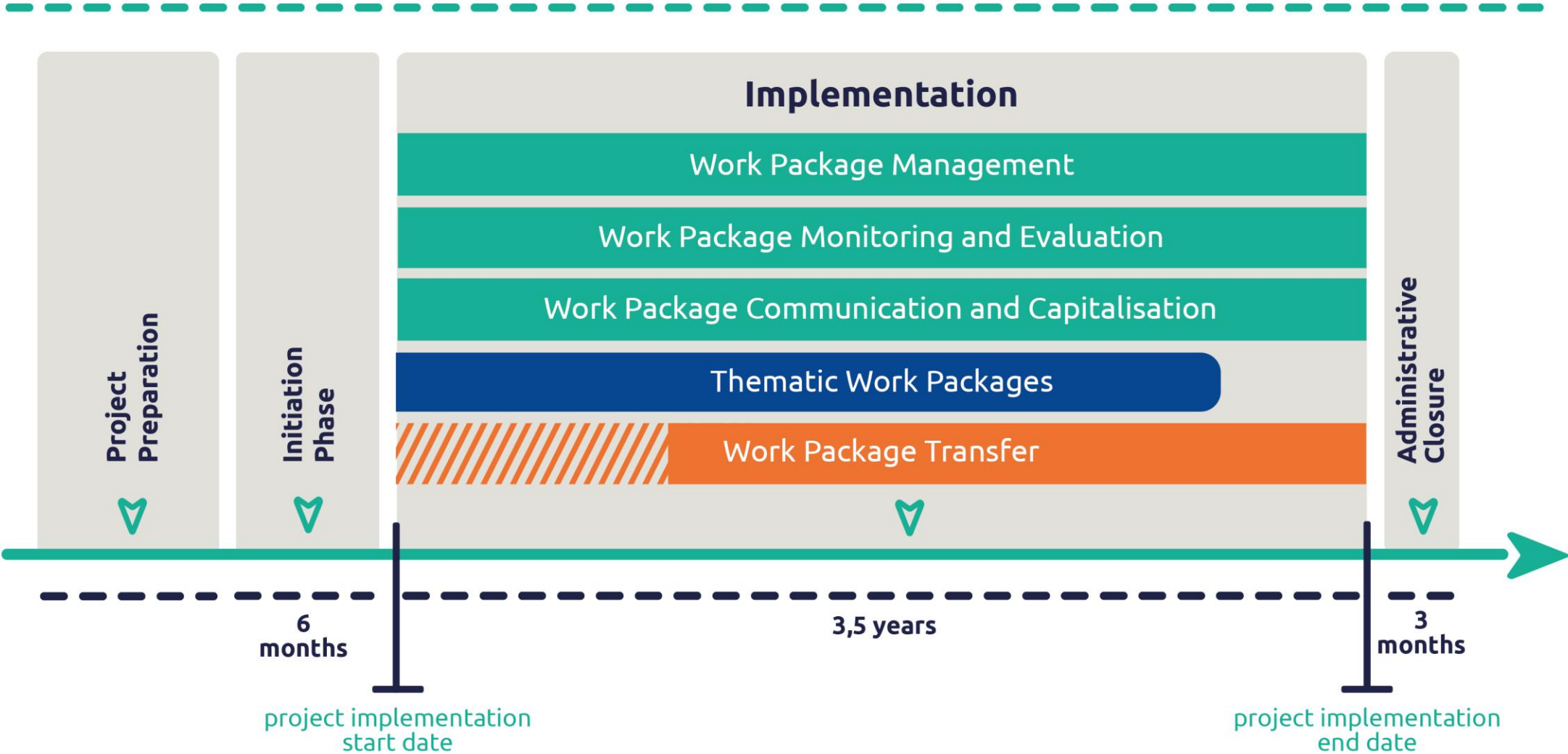
HORIZONTAL WORK PACKAGES

- WP PROJECT PREPARATION AND INITIATION
- WP PROJECT MANAGEMENT
- WP MONITORING AND EVALUATION
- WP COMMUNICATION AND CAPITALISATION
- WP TRANSFER
- WP CLOSURE

THEMATIC WORK PACKAGES (max. 4)

- INVESTMENTS (embedded if any)

PROJECT PHASES





WORKPLAN

PREPARATION & INITIATION WORK PACKAGE

Project Preparation - Activities necessary for the project definition and design

- 1 pre-filled deliverable:
 - Application form submitted

Initiation Phase - Activities carried out before the official start of the project implementation

- 9 pre-filled deliverables:
 - Initiation Meeting
 - Signature of the Subsidy Contract
 - Set up of the project management team and administrative prerequisites for EU funds reception
 - European Urban Initiative – Innovative Actions training seminar
 - Addressing Selection Committee Recommendations and other adjustments
 - Updated Application Form
 - Readiness check and ex-ante audit
 - Project Monitoring Plan
 - Partnership Agreement and identification of Transfer Partners



WORKPLAN MANAGEMENT WORK PACKAGE

- Description of the project management and coordination on strategic and operational level
- Structures, responsibilities and procedures for the day-to-day management
- Aims to organise the work between the involved Project Partners
- Important elements:
 - Maximum duration: 3.5 years
 - Up to 6 activities
 - 5 predefined activities:

Set Up of the Project
Management Structures
and Governance
framework

Project Coordination and
Internal Communication
Partnership

Project Work Plan
Management and
Reporting

Project Financial
Management

Procurement and Legal
proceedings



WORKPLAN

MONITORING & EVALUATION WORK PACKAGE

- Description of how the project monitoring and evaluation will be carried out in the project
- Important elements:
 - Maximum duration: 3.5 years
 - Up to 5 activities
 - 4 predefined activities:

Monitoring of project performance

Establishment of the evaluation framework of the innovative solution

Data collection on the implementation/performance of the innovative solution

Final evaluation of the innovative solution and reporting on result indicators



WORKPLAN

COMMUNICATION & CAPITALISATION WORK PACKAGE

- Communication strategy = a strategic tool to support the project objective(s)
- Identify your target groups and communication objectives

Clear

Specific

Measurable

- Important elements:
 - Maximum duration: 3.5 years
 - Up to 6 activities
 - 4 predefined activities:

Kick off communication activities

Promotional and informational activities

Capitalisation and dissemination activities

Final closing and dissemination activity



WORKPLAN

THEMATIC WORK PACKAGE

- Description of **how** the proposed innovative solution will be carried out
- Projects can create up to maximum four Thematic Work Packages corresponding to the **main pillars** of the project
- Investments shall be foreseen only to the extent that they are necessary for the achievement of the project's outputs and results
- Important elements:
 - **Maximum duration: 3 years**
 - End 6 months before the end of the project implementation phase
 - Each Work Package must lead to at least one **output**
 - Up to 5 activities per WP
 - Up to 3 deliverables per Activity
 - Investments embedded



WORKPLAN

TRANSFER WORK PACKAGE

- At the application stage: Concept and framework of the Transfer
- At a later stage once all Transfer Partners are selected: Detailed work plan prepared with Transfer Partners
- Important elements:
 - Maximum duration: 3.5 years
 - Up to 4 activities
 - 3 predefined activities:

Coordination of the transfer cooperation

Knowledge exchange and peer to peer learning

Formulation of the framework for the transfer of innovative solution



WORKPLAN

CLOSURE WORK PACKAGE

- Administrative closure of the project
 - 3 pre-filled deliverables:
 - Drafting and submission of the final Annual Progress Report
 - Preparation and submission of the final Financial Claim
 - Preparation and submission of the Final Qualitative Report
- Important elements:
 - Maximum duration: 3 months (after end of the project implementation)



STRUCTURE OF THE APPLICATION FORM

SECTION F – SOURCE(S) OF PARTNERS' CONTRIBUTIONS

Section F – Source of partners' contributions

- Each partner needs to secure at least 20% of public or private contribution (cash or in-kind) to complete its funding
- Not from another EU funding source
- Do not forget to budget your in-kind contribution as well in the related Work Package.



STRUCTURE OF THE APPLICATION FORM

SECTION G – RISK MANAGEMENT

Section G – Risk management

- Description of the risks that may affect the project implementation
- Detailed actions that will be taken in order to mitigate identified risks
- For example:
 - Project management capacity risks
 - Work plan implementation
 - Investments

A stylized teal lightbulb icon with a circular base and a vertical stem, positioned on the left side of the slide.

STRUCTURE OF THE APPLICATION FORM

SECTION H – CONFIRMATION SHEET

Section H – Confirmation sheet

- Document is available on the Electronic Exchange Platform (EEP)
- Only the **Main Urban Authority** should sign it
- It is not allowed to modify the content of the Confirmation Sheet

TIPS FOR APPLICANTS

PROJECT DESIGN

- Drafting Style: **simple and clear** (characters limited system)
- Ensure a **logic chain** between work plan elements
- Include **cross-references** for a better understanding of the project intervention logic
- Activities decomposed into **intermediary steps** (deliverables)
- **The need for investments** to reach project objectives and deliver the solution is demonstrated and well detailed
- Make sure outputs and results indicators **capture all the dimensions of the project**

TIME PLAN

- Pay attention to the **logical time sequence**
- Include **contingency** periods, notably for investments
- Include **intermediary dates**
- Sufficiently **anticipate time for procedures** (procurement, permitting, etc).
- Foresee **sufficient time for the operation** of the solution, **data collection** and **evaluation** of the solution

TIPS FOR APPLICANTS

PARTNERS & STAKEHOLDERS

- Mention **responsible & involved partners** in activities/outputs/deliverables
- Concrete mechanisms foreseen to ensure **effective involvement of the stakeholders** in the project

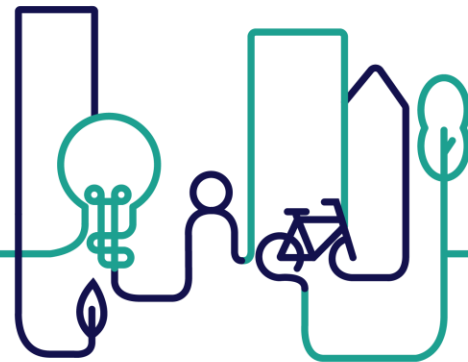
BUDGET

- Provide **detailed budget descriptions** to ensure easy reconciliation between costs and activities
- Budget shares must be **proportionate** to the delivery of the solution (Partners/ WPs/ cost categories)
- **Be realistic**, rely on preliminary market research and avoid excessive costs
- **Value for money**

TECHNICAL ASPECTS

- While filling in your Application Form remember to save from time to time
- One annex (i.e. map presenting the area of intervention, a graph, an infographic) can be attached (max. 5 MB)

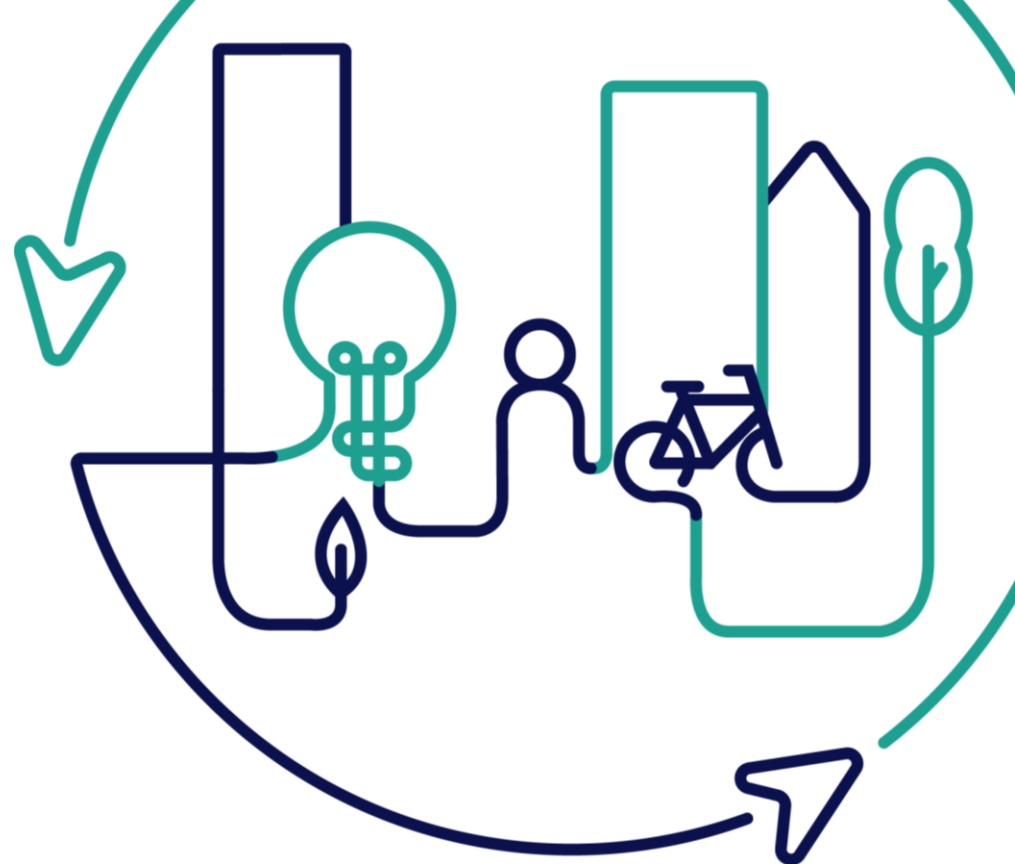
Questions & Answers



EUROPEAN U R B A N INITIATIVE

Zrinka Šajn

European Urban Initiative Permanent Secretariat



Co-funded by
the European Union

Funding Principles

How does the finance work ?

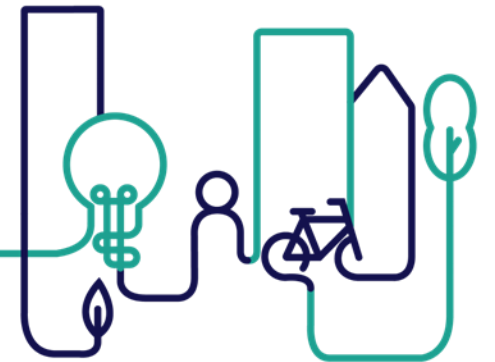




TABLE OF CONTENTS

1

Total costs & ERDF payments

2

Eligibility of project expenses

Total costs & ERDF payments

Total costs principle (1.8.1)

Definition and rationale

Definition

- Project receives **ERDF co-financing up to 80%** of the total eligible costs and the partnership (MUA and AUA, Delivery Partners and Transfer Partners) receiving ERDF needs to secure at least **20% of own or other source contribution (public or private) of the total budget in cash or in kind.**
- **The contribution cannot come from another EU funding source**

Source	%	BUDGET
ERDF	80% maximum	EUR 5 Mio maximum
Contribution <ul style="list-style-type: none">• Cash and/or in kind• Public or private• Own resources or not• Not from EU sources	20% minimum	EUR 1.25 Mio
Total	100%	EUR 6.25 Mio

Other financial rules

In-kind contribution (7.5.3)

Definition

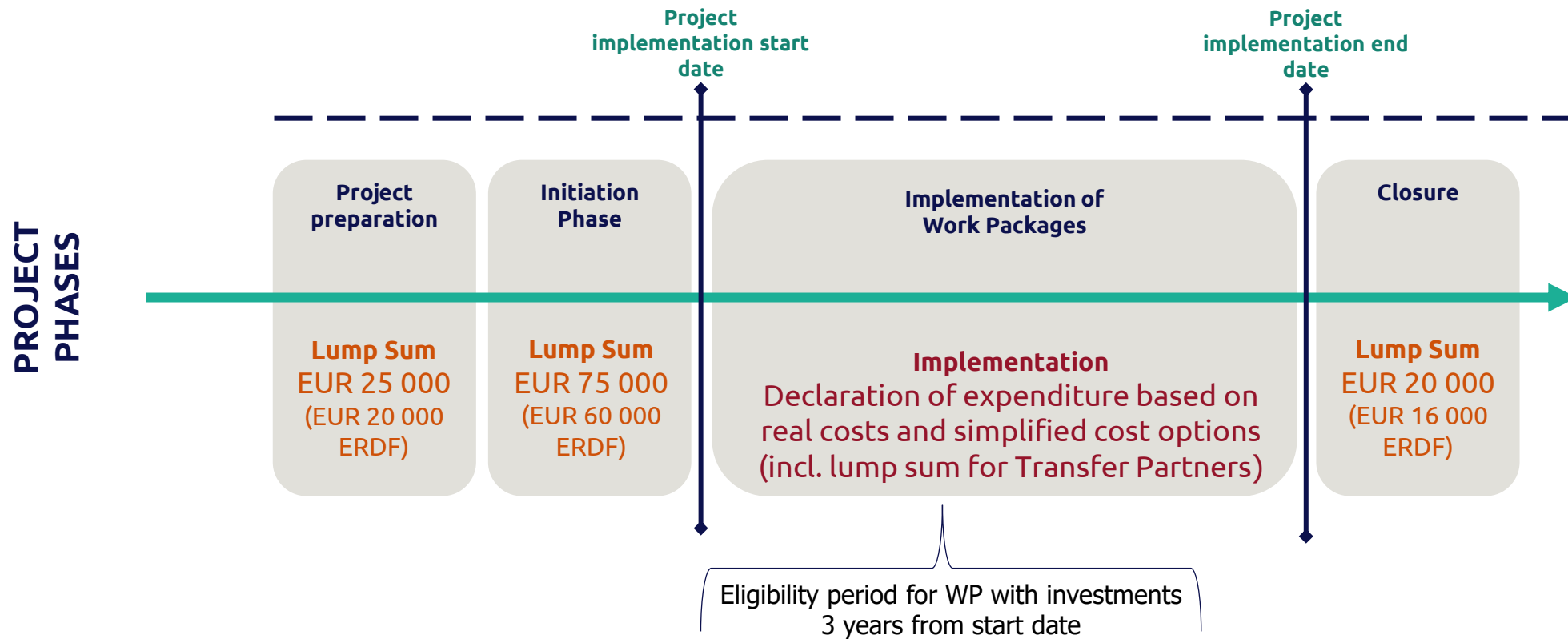
- **Non-cash** (goods and services) contributions **used during project implementation** with (independently estimated) monetary value for which **no cash payment** (invoices or documents of equivalent probative value) has been made.

Conditions

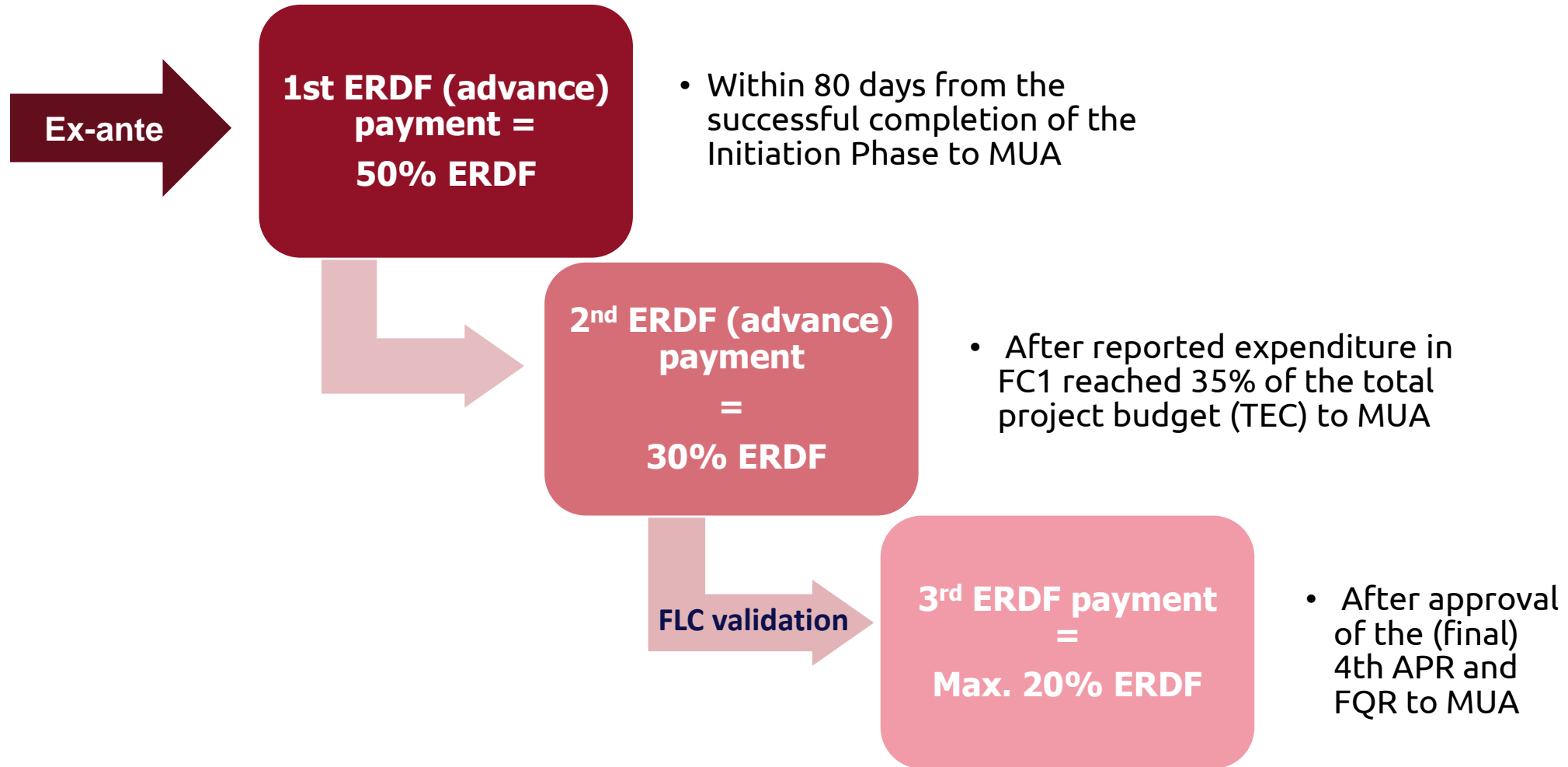
- **Cannot come from another EU funding source.**
- The value must be in line with the current open market value - **certified by an independent** qualified expert or duly authorised official body/person.
- The provision of **land as contribution is limited to 10%** of the total project budget.
- Must be reflected in two different sections of the Application Form: the **Partner Contribution** section and the **project budget in the Work Plan section.**

Eligibility period

Overview (with cost types)



Transfer arrangements



Eligibility of project expenses

Eligibility of project expenses (7.1)

Background

Return on experience from the Urban Innovative Actions Initiative

- 86 projects funded
- More than EUR 300 Mio of reported expenses

Greater use of simplified cost options

- One of the most important simplification measures encouraged by EC
- Easier access of small beneficiaries to ERDF funding
- Reduced reporting burden and costs for the projects
- Lower error rate in reported expenses
- Quicker control of project expenses
- Faster payment to project partnerships

Simplified cost options

1. Lump sums

Definition

Single sum of money paid to the project partnership upon completion of **pre-defined terms of agreement on deliverables and/or outputs**.

- Project preparation: EUR 25,000 (= EUR 20,000 ERDF)
- Initiation Phase: EUR 75,000 (= EUR 60,000 ERDF)
- Project Closure: EUR 20,000 (= EUR 16,000 ERDF)
- Transfer Partner: EUR 150,000 (= EUR 120,000 ERDF)

Simplified cost options

2. Flat rates

Definition

Categories of eligible costs which are identified in advance and are calculated by applying a **percentage fixed ex-ante** to one or several other categories of eligible costs.

Flat rates involve approximations of costs and are defined based on fair, equitable and verifiable calculation methods, or established by specific regulations.

Cost categories concerned:

Staff costs (option 1):	20% of the total eligible amount declared by the Project Partner under the cost categories: external expertise, equipment and infrastructure
Office & Administration:	15% of staff costs
Travel and Accommodation:	5 % of staff costs

Simplified cost options

3. Standard scale of unit costs (hourly rate for staff costs)

Principle

- Defined and proposed by the Project Partner as an **hourly rate, applicable to every employee regardless of the position appointed to the project in project duration**
- Maximum number hours of an employee working under an employment contract or equivalent cannot exceed **1,720 hours** per full time employee per calendar year (if less by law, max. equals to 1720 as equivalent)

Method of calculation

$$\text{Hourly rate} = \frac{\text{Annual payroll}}{\text{Full time equivalent}} \div 1\,720$$

- Annual payroll: total staff costs of the Project Partner per year, in EUR
- Full Time Equivalent: number of full-time equivalents employed by the organisation
- 1,720: maximum number of hours per full time employee per calendar year

Audit trail

- Calculation methodology will be checked and hourly rate confirmed by FLC **during the ex-ante audit**
- Employment confirmation (e.g. contract) + report of hours **with the Financial Claims**

Real costs

Principles

Definition

- Real costs refer to the amount **actually purchased and paid** by Project Partners for goods and services to achieve a planned outcome.

Principles

- Expenses incurred on the basis of real costs are:
 - Subject to **procurement rules**
 - Backed by a **complete audit trail** (evidence of procurement, contract, invoice, proofs of payment...)

Real costs

Cost categories concerned

External expertise and services

- Expenses related to services and expertise provided by **external providers**.
- Includes **Financial Schemes** implemented by Project Partners (limited to a maximum of max. EUR 60 000 per beneficiary)

Equipment

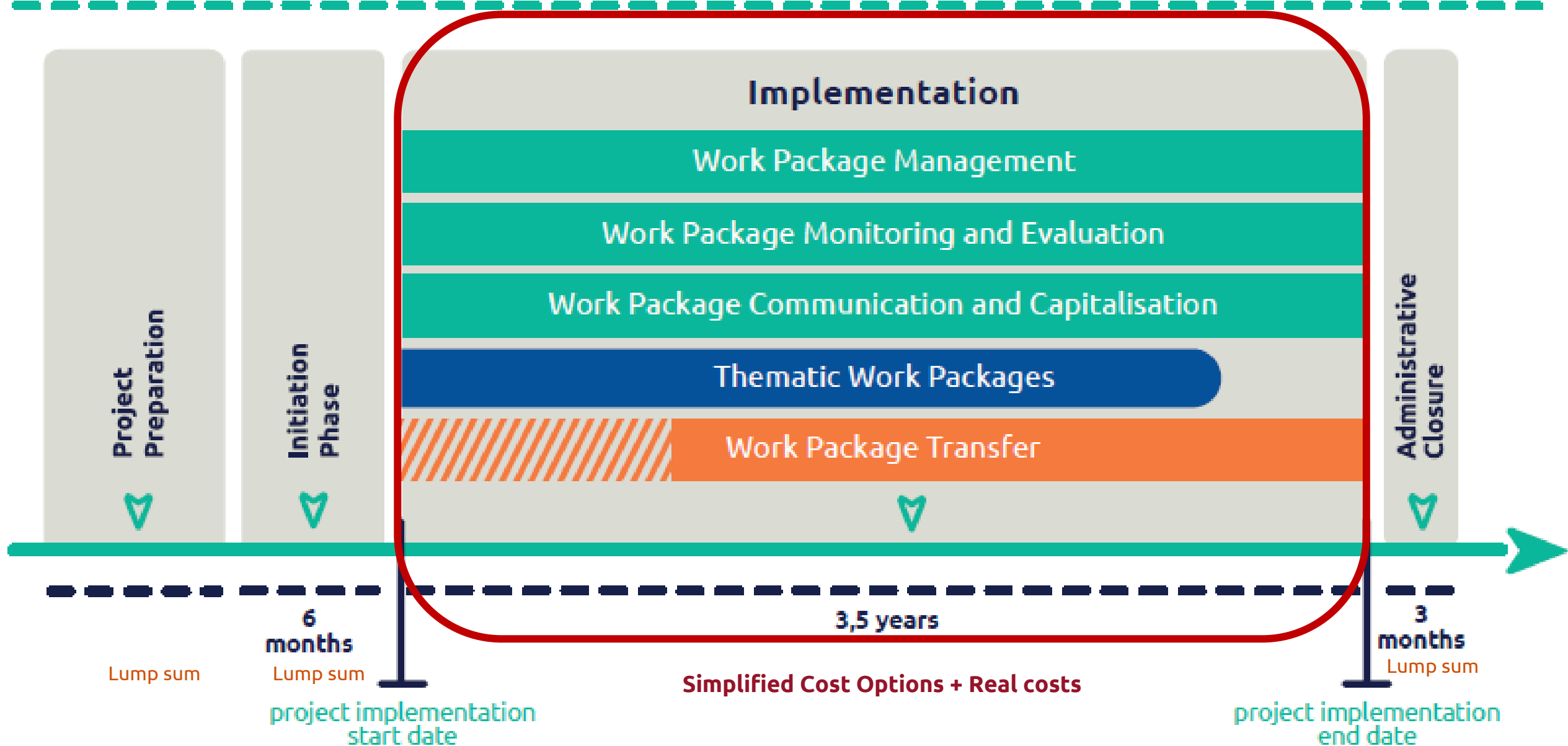
- Expenses related to **equipment purchased, rented or leased** by a Project Partner (other than those covered by the Office and Administration cost category)

Infrastructure and construction works

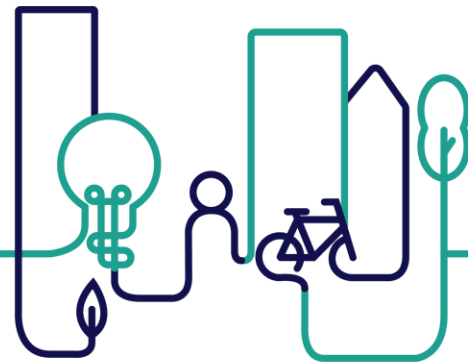
- Expenses related to **investments in infrastructure**.

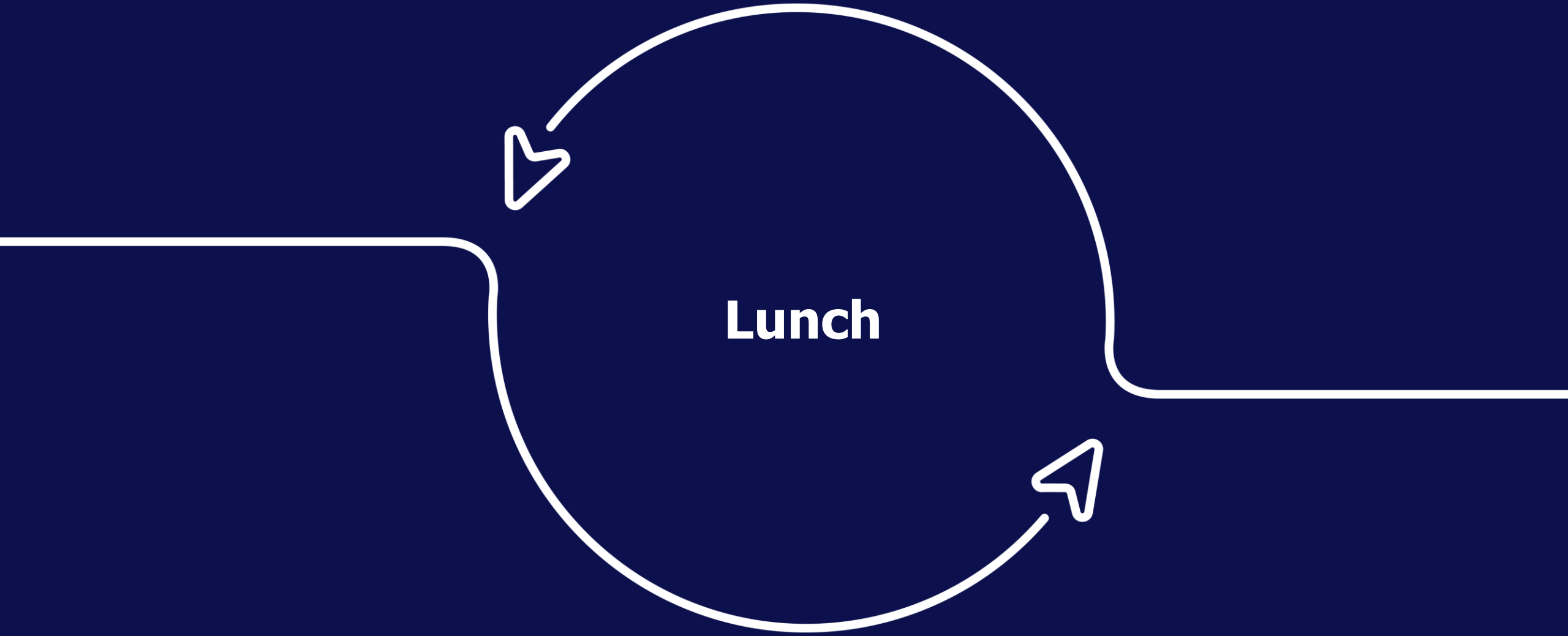
Eligibility period (7.4)

Overview



Questions & Answers





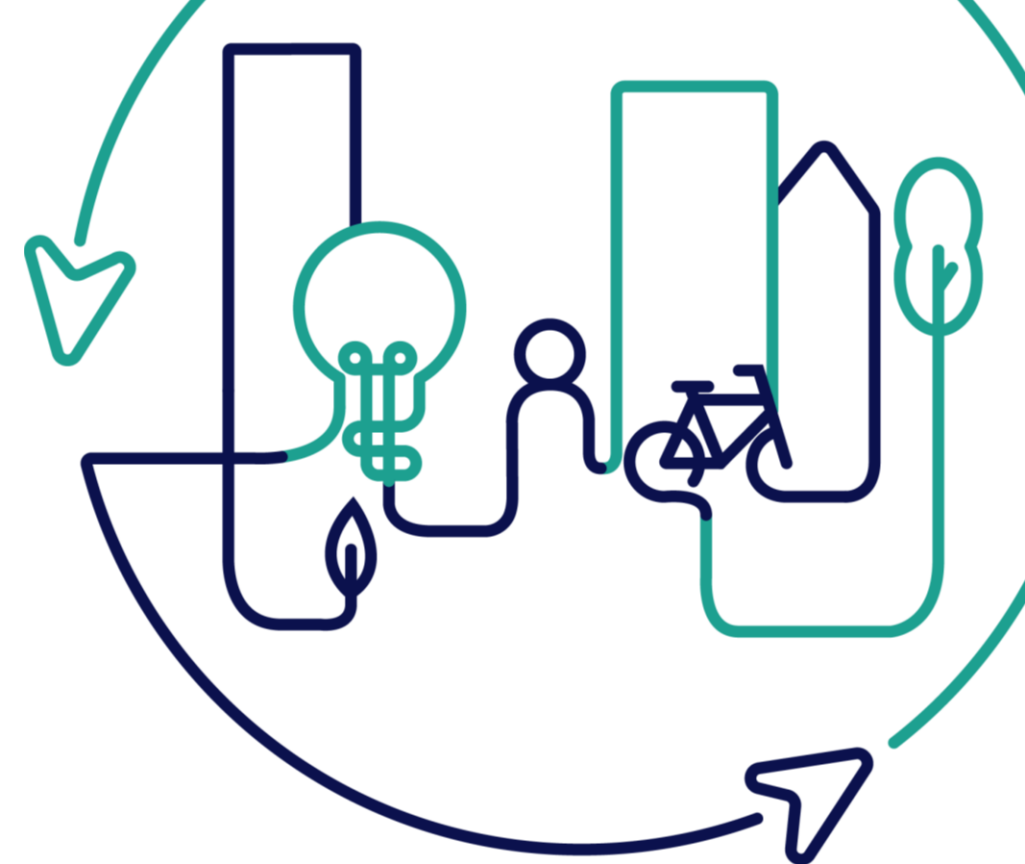
Lunch

EUROPEAN U R B A N INITIATIVE

Kathleen McCarron

Camille Degryse

European Urban Initiative Permanent Secretariat



Co-funded by
the European Union



**Application
& Selection
Process**



**Application
phase**

HOW TO SUBMIT YOUR APPLICATION?



The submission of the Application Form (and annex) is 100% paperless through the use of the EUI-IA's Electronic Exchange Platform.

➤ **Online submission**

➤ <https://connect.urban-initiative.eu>

(information bubbles available in 24 EU languages)

➤ **Prepare your application**

➤ Application Form courtesy document ([word template](#))

➤ EUI-IA Online Guidance

➤ Technical guidance for the Electronic Exchange Platform ([pdf](#))

Additional resources available at: <https://www.urban-initiative.eu/calls-proposals/third-call-proposals-innovative-actions>

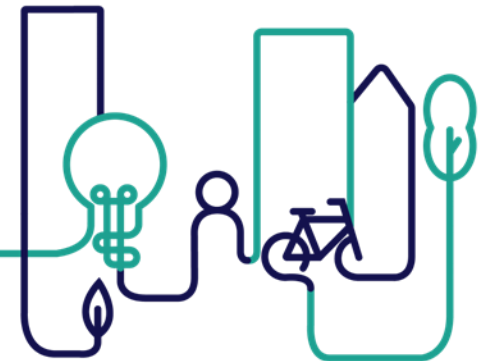
Documents to be submitted

1. Application Form

2. Signed Confirmation sheet

(3.) Annex document (non-mandatory – maps, graphics...)

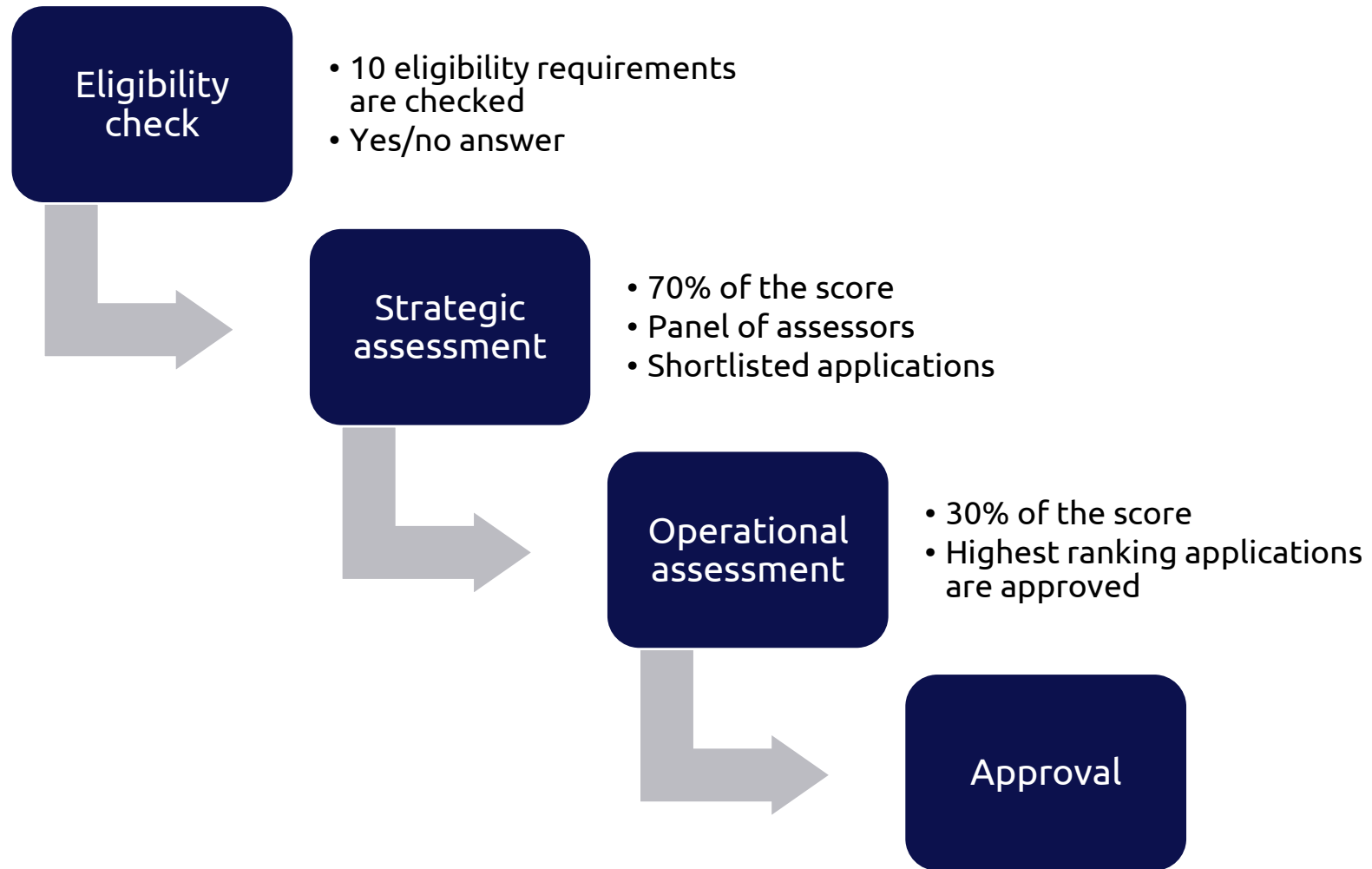
Application Form Workshop (in-person) - 10th September 2024 Brussels, Belgium !





**Selection
process**

3 Steps Selection Process





Eligibility Check

- **10 requirements, among which:**
 - The AF has been submitted on time and is completely filled-in
 - Urban authorities applying are eligible
 - Urban authorities are only involved in one proposal in the call
 - Urban authorities have not been approved for funding in any of the previous IA calls
 - Eligibility period, budget requirements, co-funding principle are respected
 - All partners are located in the EU
 - The signed confirmation sheet has been submitted



**Strategic
assessment**



Strategic Assessment

➤ **Innovativeness and relevance (30%)**

To what extent is the applicant able to demonstrate that the project proposal is a new solution that has added value in relation to the topic of the Call? To what extent is the solution relevant to the local context and to Cohesion Policy objectives?

➤ **Partnership and co-creation (12%)**

To what extent is the Partnership relevant and solid to implement the proposed solution and achieve expected results. To what extent the proposal allows meaningful participation and co-creation from stakeholders, target groups and citizens?

➤ **Measurability of results and impact (12%)**

To what extent are expected results specific and realistic, and reflecting project expected impact on the local context, as well as beneficiaries/end users?

➤ **Sustainability and up scaling (8%)**

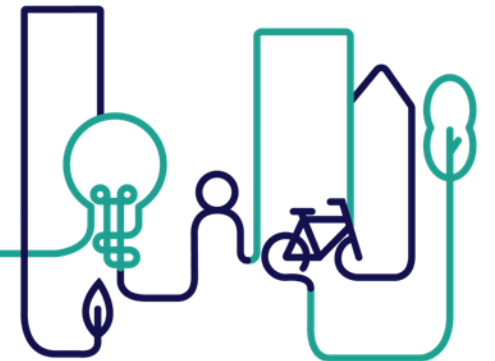
To what extent will the project provide a durable contribution to address the identified challenge? To what extent the proposed solution will be self-sustainable beyond its end date and has the potential to be up scaled if proven successful?

➤ **Project's transferability (8%)**

To what extent will the project have the potential to be transferable to other urban areas across Europe?

Focus on : Innovativeness and relevance

- How to demonstrate the innovativeness of your proposal ?
 - Benchmark your idea, quote existing projects/initiatives
 - Use scientific papers, data sets both to demonstrate the innovativeness and the need at local level
- What is city-led innovation ?
 - Relevant for a public institution
 - The urban authority is actively involved



Strategic description (webinar link)

Relevance of the proposed solution (Section C.1)

- Clear demonstration of the **innovativeness** is key:
 - in what extent the solution has never been tested before at EU level (C.1.4)
 - must be related to the main components of the solution
 - at least 3 benchmarked references of existing practices to justify how the solution differentiates from them (C.1.5)
 - use existing online databases, networks , scientific literature - e.g., CORDIS for Framework Programmes, IEE and LIFE projects database, URBACT, Eurocities, Energy Cities, etc.
- Back the project **challenge description** (C.1.1) with tangible evidences (data, dates, figures, etc).
- Make sure it is clear the project challenge is addressed through an **integrated approach** (spatial, economic, social, environmental)
- The solution must bring **added value to the topic** of the call
- **City-led innovation:** Demonstrate there is a clear ownership of the project from the MUA and active involvement demonstrated (C.1.3) and tangible (work plan) – e.g., leading role in the creation of the Partnership, in the genesis of the proposed solution, in the implementation of the project.

Strategic description ([webinar link](#))

Partnership (Section B) & Co-creation (Section C.2) + Work Plan

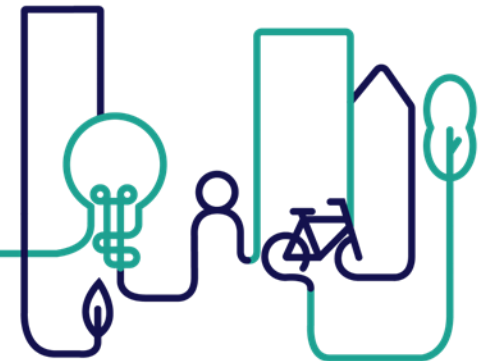
- **All necessary actors must be around the table** (B.1.1)

The composition of the Partnership is convincing to deliver the project (sufficient/ relevant expertise and experience)

- It is recommended that the **quadruple helix** is represented : public sector, industry, academia, civil society
- Partners' respective **roles and involvement** in activities must be clearly defined and relevant with their profiles (B.1.2)
- Participation and engagement of a wide range of urban actors is essential to succeed (C.2.1, C.2.2, Work Plan)
 - The relevant stakeholders must be identified (smooth project implementation, maximize project durability)
 - Participation and co-creation processes must be planned across the different project phases
- **Quantification** and explanation of the target groups/ end-users benefitting from the project (C.2.3)

Focus on : Measurability of results and impact

- Ensure your objectives and results are specific to your project, realistic and ensure you can propose quantified targets
- Check the RACER criteria – Relevant, Accepted, Credible, Easy, Robust
- Check the outputs and results indicators mentioned in the ToR and align the project with those
- Who can propose a solid methodology in the partnership ? Co-create the evaluation WP



Strategic description (webinar link)

Measurability (Section C.3)

- Overall objective = **Describe the long-term change the project intends to contribute beyond its duration** (Strategic ambition)
 - In line with the call for proposals
- Strategic objectives = **Describe what the project is trying to achieve during its duration** (Narrower scope)
 - Specific (well described) and concrete
 - Realistic: achievable and evaluable by the end of the project
- Expected results = **Capture exhaustively the changes generated from the project in the local context**
 - What will the local situation look like if the project is successful? What is the mid-term change at local level? What is the immediate advantage for beneficiaries? Etc
 - Should correspond to specific objectives
 - Specific (well described), realistic (achievable during the project), measurable (quantified)
 - Indicators from the call are considered when relevant ; project specific result indicators can be developed
 - Robust methodology for data collection and measurement

Strategic description (webinar link)

Sustainability & Scaling-up (Section 4.3)

- The solution provides a **significant and durable contribution** to address the targeted challenges
 - Significant = Target groups, expected results and outputs **of sufficient scale** to contribute to the project's objectives
 - Durable = continuation **beyond project end** and used by the target groups (notably for the main outputs and investments)
 - Demonstrate expecting lasting effect on the territory and population (C.4.2)
 - Clearly presented by whom and how outputs would be used after the project end (C.4.2)
 - Tangible guarantees on self-sufficiency after the project end (funding sources for continuation) (C.4.1)
 - Who will own the solution? Pay for its maintenance? (C.4.1)
 - Project embedded in relevant and wider local/ national strategies or policies (C.4.3)
- Concrete information provided on **how the solution could be scaled-up** (C.4.4)
 - In which parts of the city can the solution be replicated?
 - What type of resources (human, political, financial) will be needed?



**Operational
assessment**

Operational assessment [\(webinar link\)](#)

➤ **Project Design and Logic (12%)**

To what extent are Work Plan elements (activities, deliverables, outputs, indicators) complete, realistic, consistent and coherent? To what extent will the proposed project design lead to the achievement of objectives and expected results?

➤ **Project feasibility and operational readiness (8%)**

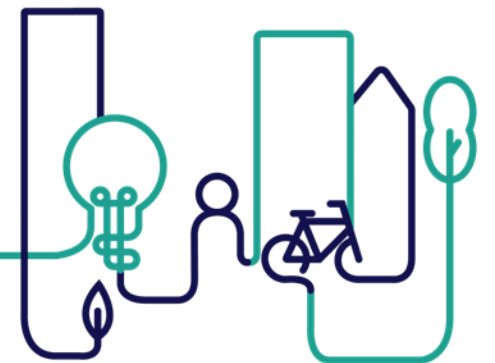
To what extent the proposal demonstrates to be feasible (to be implemented within the given time-frame) and operationally ready?

➤ **Organisational arrangements and operational capacity (5%)**

To what extent are management and communication activities appropriate and supporting the overall implementation of the project?

➤ **Budget (5%)**

To what extent is the budget coherent and proportionate?



Operational Quality

Project Design and Logic (1)

- Ensure a clear **correspondence between Section C** (strategic concept) **and Section D** (operational description)
- Make sure the work plan is **logically structured** :
 - The logic chain between WPs, activities, deliverables and outputs is relevant to reach the project objectives
 - Coherent link between the objectives, the structure of the WPs and the expected results and related outputs
 - Clear how project activities and deliverables will lead to the achievement of outputs and results
 - Clear interrelation between WPs (no stand-alone WP)
 - Results must be different from outputs or activities
- Include explicit **cross-references** for a better understanding of links and complementarities among the different activities and WPs
- Each activity must be decomposed into **intermediary/ operational steps** (deliverables) = clear how the activity will be concretely and operationally implemented!

Operational Quality

Project Design and Logic (2)

- The **division of the tasks between the Partners** is coherent
- Mention which **Partner(s) will be involved in/responsible** for the delivery – explicitly in the descriptions (at least at activity level)
- **Clear and concrete mechanisms** to ensure an effective involvement / participation/ co-creation of the Wider Group of Stakeholders, target groups and citizens in the project (e.g., dedicated activities)

Operational Quality

Project Design and Logic (3)

- Drafting style: **simple and clear** (characters limited system) = concise
- **Sufficiently detailed** for an external reader
- Make sure outputs and results **indicators capture all the dimensions of the project:**
 - All main end-products of the project (outputs)
 - All main changes in the local context generated from the project (results)
- **The need for investment is demonstrated** (necessary for the achievement of the project's outputs and results) and in line with the project objectives

Operational Quality

Project feasibility and operational readiness (1)

- **Demonstrate that the project will be quickly and realistically operational after approval !**
- **Realistic** timeline:
 - **logical time-sequence** between all project elements (e.g., interconnected activities or WPs)
 - **contingency/ buffer** periods, notably for investments
 - **time for procedures** (procurement, permitting, etc) anticipated
 - **Clear** time-sequence or duration of the main project activities = Sufficient intermediary dates (deliverables)
- **Sufficient time** foreseen for:
 - the operation of the solution
 - data collection and evaluation of the solution.

Operational Quality

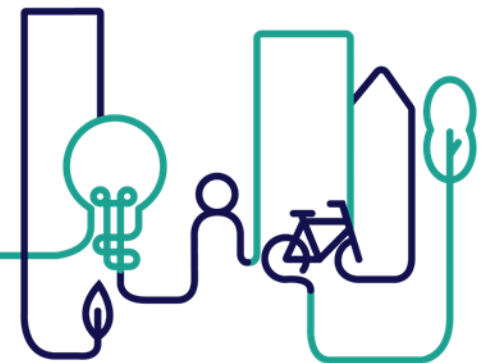
Project feasibility and operational readiness (2)

- **All the main project risks mapped** (strategic, management, implementation, investment)
 - Project-specific risks
 - convincing mitigating actions

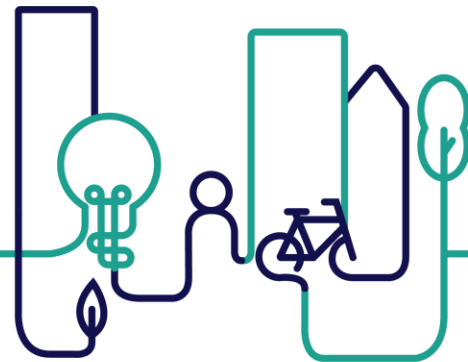
- **Investments details:**
 - All requirements are anticipated and presented (legal, technical, administrative)
 - Clear details on ownership, financial durability, maintenance conditions
 - Operational steps reflected in the work plan

EUI-IA Key Documents

- [EUI-IA Guidance](#)
- [EUI Website](#)
- [Self-Assessment Tool](#)
- [EUI-IA Correspondence Table](#)
- [Call 1 Selected Projects](#)
- [EEP](#) (Electronic Exchange Platform)
- [Technical guidance for EEP](#)
- [Application Form courtesy working document](#)
- [Annex I b\) to the Contribution Agreement](#)
- [EUI Urban Matchmaker](#)
- [Call 3 website](#)



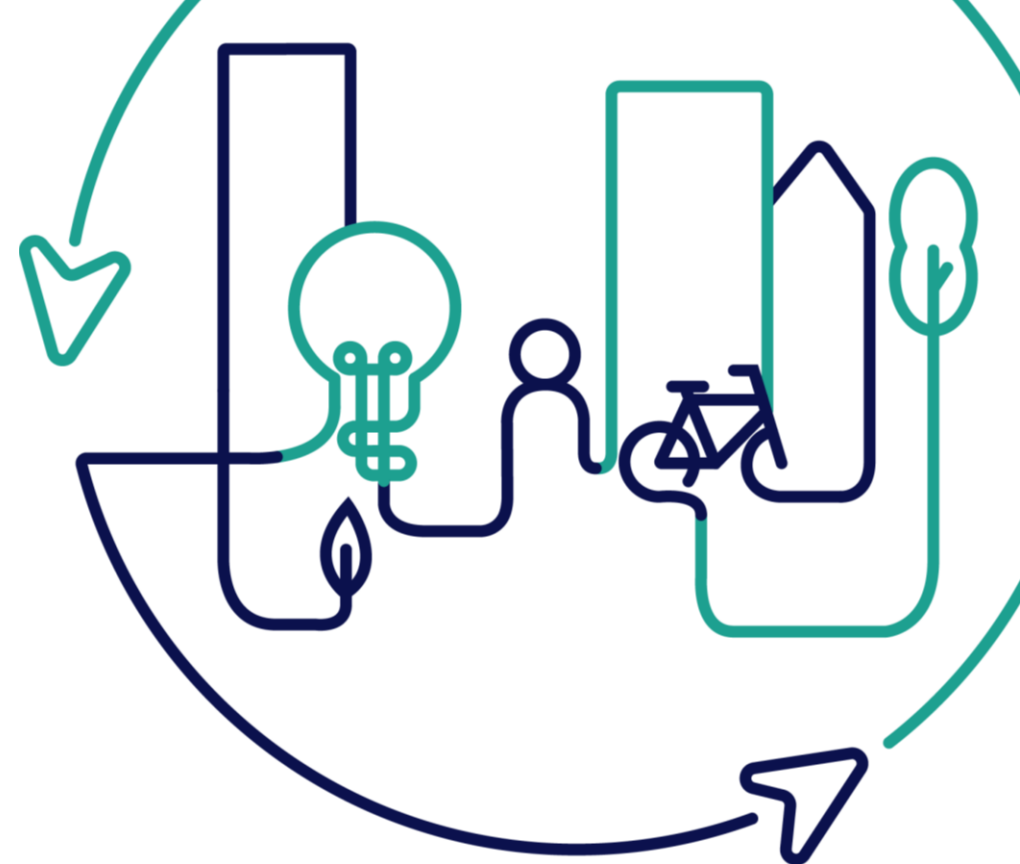
Questions & Answers



EUROPEAN U R B A N INITIATIVE

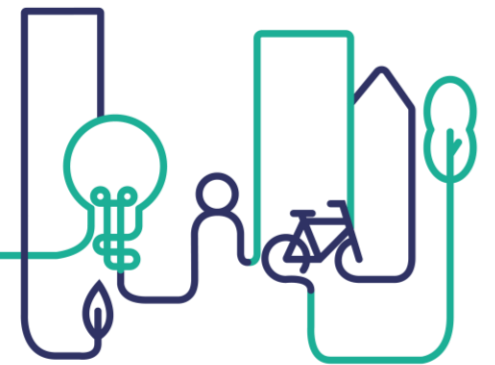
Zrinka Šajn

European Urban Initiative Permanent Secretariat



Co-funded by
the European Union

Finance, eligibility rules, project budget



Co-funded by
the European Union



TABLE OF CONTENTS

1

Budget planning

2

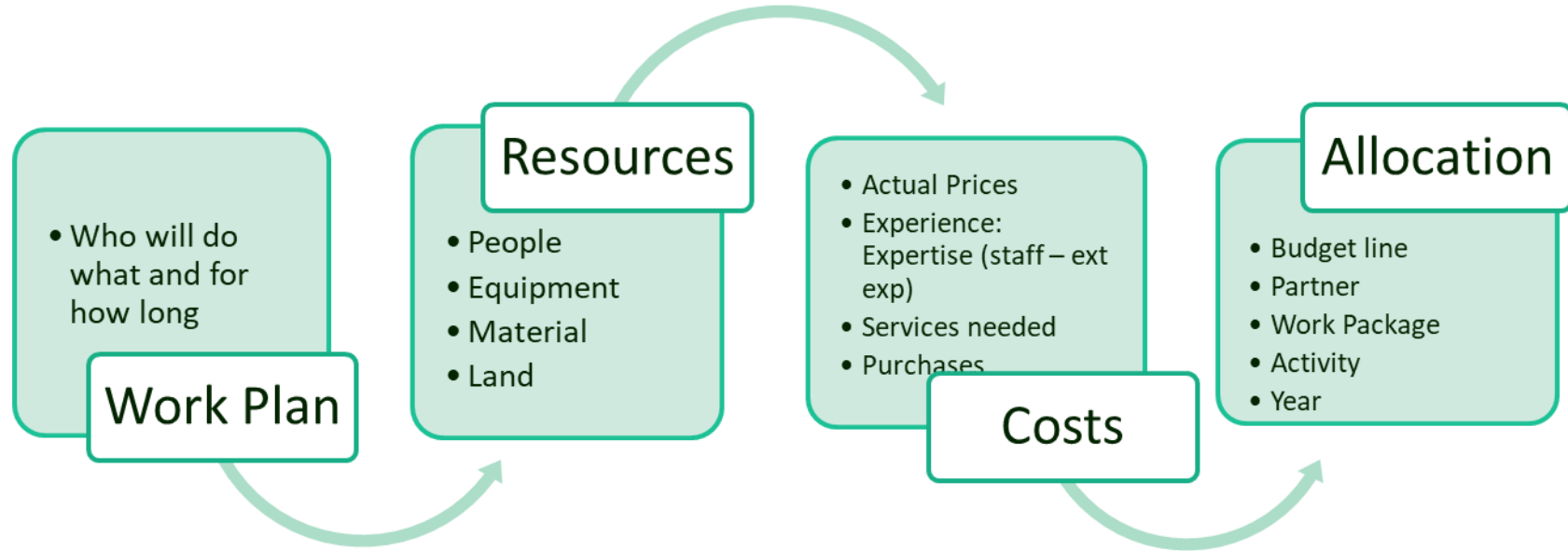
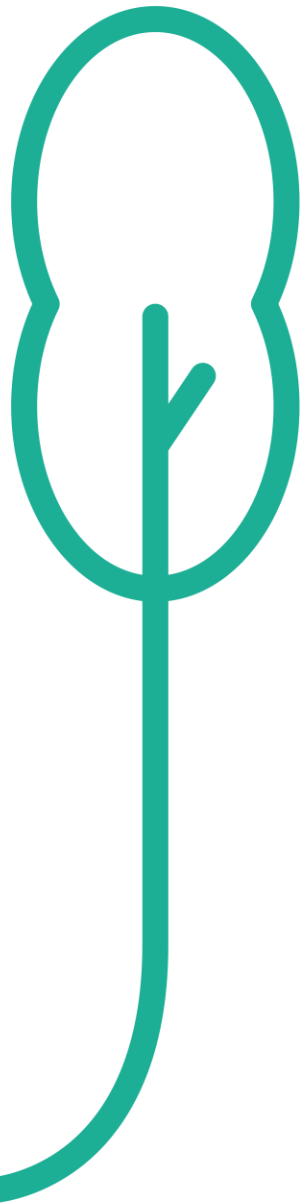
Costs categories & Audit trail

3

Audit & Control

Budget Planning

How to ensure a clear and consistent planning of your project budget?



- Co-financing rate 80% ERDF + 20% contribution
- Essential for the project implementation
 - Use bottom-up approach

Key principles of sound budget planning

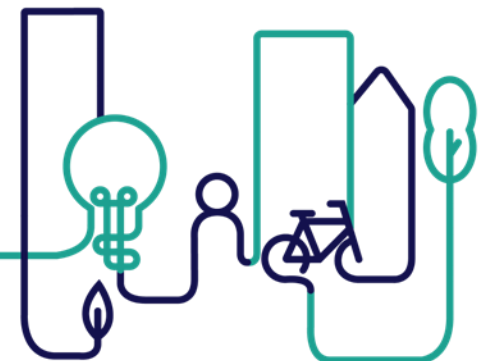
- **Well described and realistic planned costs**

- At WP level for each Project Partners involved
- Costs allocated under the relevant Cost Categories
- 200 characters to describe your costs!



Project Partner 1 - Name	Staff cost (€)	Office and Administration (€)	Travel and Accommodation (€)	External Expertise and services (€)	Equipment (€)	Total (€)
Allocated Budget Description	<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 EU-IA Guidance under Chapter 7.2.1</p>	<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 EU-IA Guidance under Chapter 7.2.2.</p>	<p>Automatically calculated</p> <p>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 EU-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 EU-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 EU-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>

Make your descriptions clear and specific!



Key principles of sound budget planning

- Costs directly & clearly related to the activities planned in the Work Plan

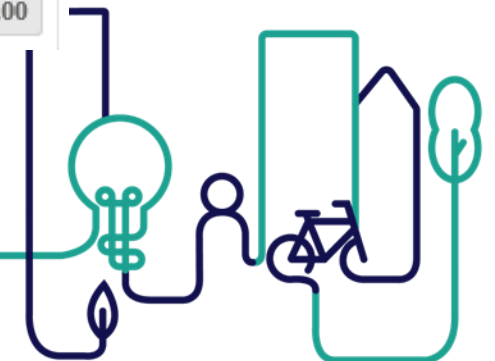
Direct connection with the work plan

Clear connection with the work plan made **explicit** from the descriptions

- **Relevant Budget** (work plan)
- **Realistic and reasonable Budget** (economy, efficiency, effectiveness)
- **Transparent Budget** (Partners provide detailed information)

External expertise and services	Equipment	External expertise and services
A.3.1 EU-wide practitioners workshop: Catering and travel costs for external representatives 95 / 200 characters	PCT incentives arranged e.g. in user contest D5.4.3 see appendix 2 69 / 200 characters	Preparatory study for the community restaurant and conciergerie implementation 79 / 200 characters
25,000.00	100,000.00	4,000.00

Use direct references to the activities!



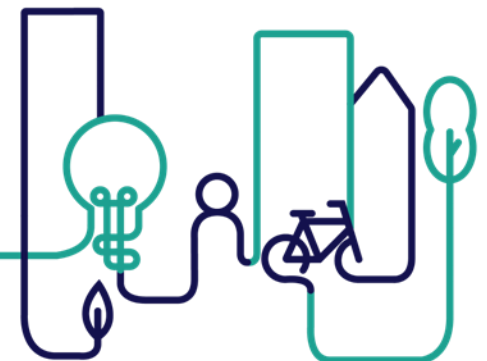
Key principles of sound budget planning

- Reflect and proportionate to Project Partners involvement
- In line with project time plan

Indicative budget breakdown per year					
Year <i>i</i>	2024	2025	2026	2027	Total <i>i</i>
Amount (%) <i>i</i>	22 %	48 %	30 %	0 %	100.00 %
Budget (€) <i>i</i>	597,850.88	1,304,401.92	815,251.20	0.00	2,717,504.00

Indicative budget breakdown per activities and investments		
Activity <i>i</i>	Amount (%) <i>i</i>	Budget (€) <i>i</i>
A 5.1	10.78 %	292,875.40
A 5.2	9 %	244,575.36
A 5.3	6 %	163,050.24
I 5.1	48.53 %	1,318,885.00
I 5.2	25.69 %	698,118.00
Total <i>i</i>	100.00 %	2,717,504.00

Any high or low budget share must be relevant and proportionate regarding Work Plan activities!



Key principles of sound budget planning

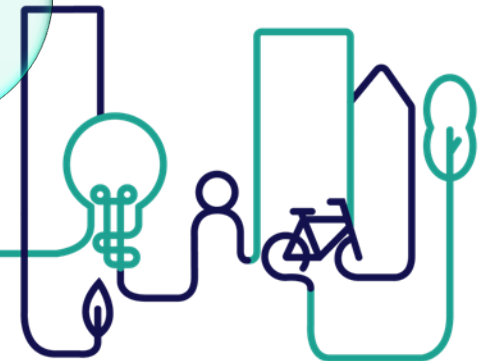
- **Anticipate:**

Public Procurements

- Each Project Partner shall be aware of applicable procurement rules
- To ensure the **eligibility of contracts-related costs**
- To anticipate the **timeline for procedures** and to avoid generating delays

State Aids

- Project shall be designed in compliance with State aid rules at all levels
- Projects involving **economic activities** only
- **Only the 20% public contribution** secured by the Project Partner(s)





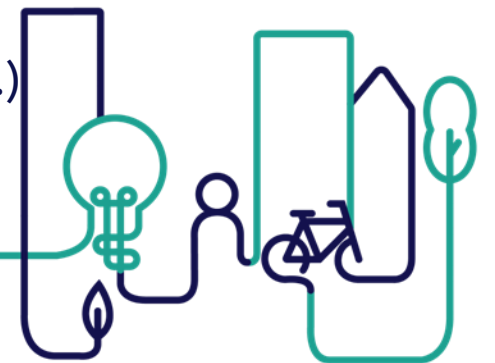
Project budget tips

- Use the courtesy document and the info bubbles of the system

Indicative budget breakdown per activity and investment		
Activity/Investment	Percentage of the budget allocated (%) <i>Please include the percentage that each activity represents in the Work Package (the total must be 100%)</i> <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> <i>For example:</i> <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> <i>Total: 100% for the Work Package budget.</i>	Budget (€) <i>Budget of each activity in EUR automatically calculated by the system based on the percentages indicated on the left column.</i>
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>

Project budget tips

- Rely on **EUI-IA Guidance** to plan the budget: what is possible/ eligible and what not.
- Be **realistic** when planning your budget (check real costs – market value) and avoid:
 - Guess-based budgets and unrealistic costs
 - Excessive costs (staff, external experts, equipment ...)
- Wonder whether the project budget represents **good Value for Money**
- Project budget should **reflect Project Partners' involvement** in the activities and should be **proportionate**.
- Realistic approach (incl. public procurement)
- Not include **costs already covered by EUI**:
 - Auditors
 - IA Experts
- Use a tool outside the EEP system, to plan your costs and build budget (e.g.: excel, ...)
- **Be aware that budgeting takes time: start early enough!**



Cost categories & Audit trail

6 Cost Categories

Category	Option 1	Option 2
Staff Costs	Flat rate – 20% of direct costs	Standard scale of unit costs – calculation of hourly rate by each PP
Office & Administration	Flat rate -15% of the staff costs	
Travel & Accommodation	Flat rate - 5% of the staff costs	
External Expertise & Services	Real cost	
Equipment	Real cost	
Infrastructure & Construction works	Real cost	



Staff costs

Eligibility of costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none">✓ Salary payments (fixed in an employment/work contract as gross salary)✓ Other costs directly linked to salary payments (e.g. employment taxes, social security, holidays, overtime, including health coverage, taxable benefits or pension contributions)<ul style="list-style-type: none">✓ Evidence that staff member is officially assigned to the project will have to be provided (contract, work order, etc.)	<ul style="list-style-type: none">× Voluntary payments (e.g. payments not in line with the employment contract, the employment policy of the Project Partner, or payments without any legal commitment)× Staff costs for employees not officially assigned to the project× Dividends (a way of sharing profit with employees or in case of one-employee company)× Overheads as already included under cost category “office and administration”× Agency workers (payment is based on Invoice between legal entities, thus this is considered External expertise cost category)

Staff costs

Option 1 - Flat rate at 20%



Principle

- **20%** of the total eligible amount declared by the Project Partner under the following Cost Categories and inside each work package:
 - external expertise and services
 - equipment, and
 - infrastructure and construction works
- This option is **not authorised** for Project Partners foreseeing to include in their costs works contracts or supply or service contracts which exceed in value the thresholds of the [EU public procurement Directives](#)

Audit trail

- With this methodology, Project Partners **do not need** to provide any justification or supporting documents to claim staff costs
- The auditor checks **during the initiation phase** that staff costs have been calculated according to the methodology and that the other categories of costs, which form the basis for the calculation, are legal and regular

Staff costs

Option 1 - Flat rate at 20%



Example

	Staff costs	O & A	T & A	External Expertise & Services	Equipment	I & C works
WP 1	1.000,00	150,00	50,00	5.000,00		
WP 2	12.000,00	1.800,00	600,00		60.000,00	
WP 3	9.000,00	1.350,00	450,00	45.000,00	80.000,00	
WP 4	19.000,00	2.850,00	950,00	15.000,00		
WP 5	125.000,00	18.750,00	6.250,00	35.000,00	90.000,00	500.000,00

! Attention –
amounts planned can
lead to disqualifying
PP from right to use
the flat rate option
(Check the EU public
procurement
thresholds!)

Staff costs

Option 2 - Standard Scale Of Unit Costs

Principle

- Calculation method for standard scale of unit costs is **defined and proposed by the Project Partner** as an **hourly rate, applicable to every employee regardless of the position**
- Project Partner must apply the unit staff costs to the number of their employees appointed to the project in project duration
- Maximum number hours of an employee working under an employment contract or equivalent cannot exceed **1,720 hours** per full time employee per calendar year

Method of calculation

$$\text{Hourly rate} = \frac{\text{Annual payroll}}{\text{Full time equivalent} \times 1\,720}$$

- Annual payroll: total staff costs of the Project Partner per year, in EUR
- Full Time Equivalent: number of full-time equivalents employed by the organisation
- 1,720: maximum number of hours per full time employee per calendar year

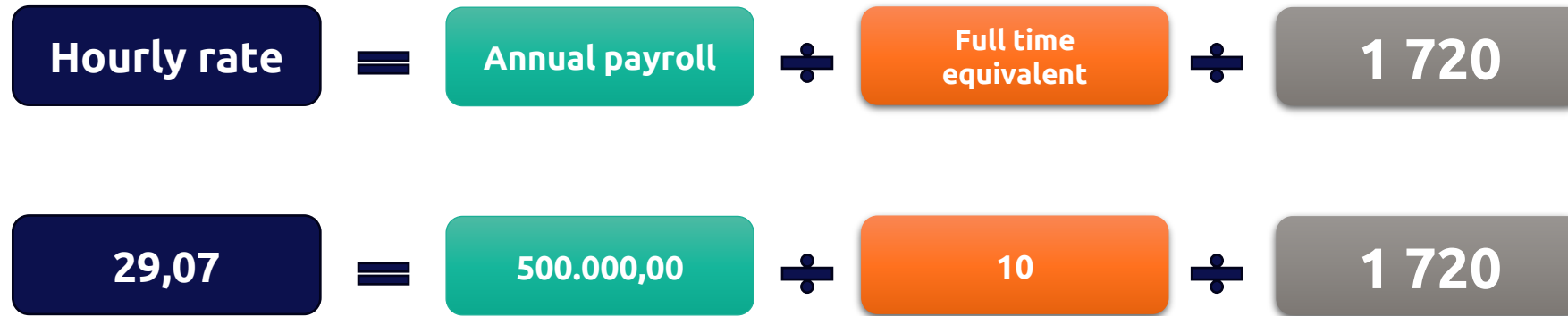
Audit trail

- Supporting documentation used for the calculation method **during the initiation phase**
- Employment confirmation (e.g. contract) + report of hours (timesheets) **with the Financial Claims**

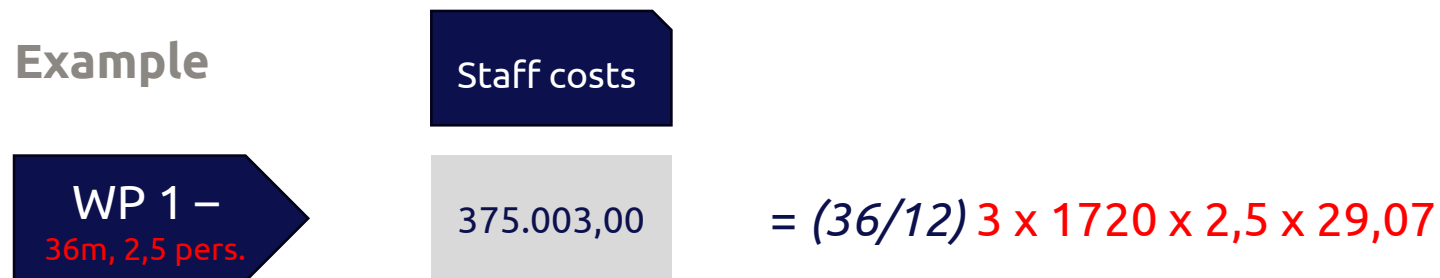
Staff costs

Option 2 - Standard Scale Of Unit Costs

Example



Example



Staff costs

Option 2 - Standard Scale Of Unit Costs



Example

	Staff costs	O & A	T & A	External Expertise & Services	Equipment	I & C works
WP 1 – 36m, 2,5 pers.	375.003,00	56.250,45	18.750,15	5.000,00		
WP 2 – 36m, 1 pers.	150.001,20	22.500,18	7.500,06		60.000,00	
WP 3 – 6m, 1,5 pers.	37.500,30	5.625,05	1.875,01	45.000,00	80.000,00	
WP 4 – 12m, 0,75 pers.	37.500,30	5.625,05	1.875,01	15.000,00		
WP 5 – 18m, 3 pers.	225.001,80	33.750,27	11.250,09	35.000,00	90.000,00	500.000,00

Office & Administration costs

Flat rate of **15%** of the reported staff costs (either option)

Exhaustive list of items considered under Office & Administration available in the EUI-IA guidance

Audit trail: none

Travel & Accommodation costs

Flat rate of **5%** of the reported staff costs (either option)

Exhaustive list of items considered under Travel and Accommodation available in the EUI-IA guidance

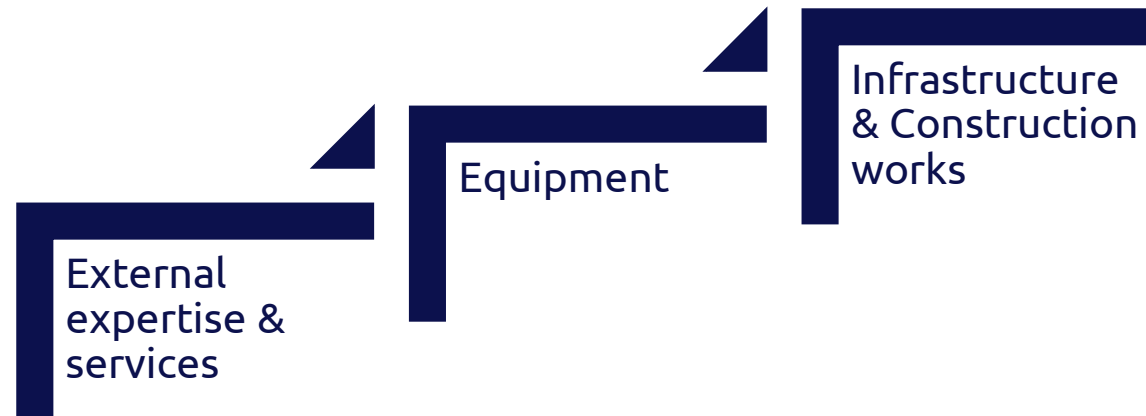
Audit trail: none

Real costs

Principles

Definition

- Amounts planned by Project Partners to purchase goods and services to achieve objectives through defined activities



Principle

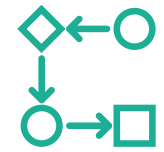
- Expenses planned and incurred on the basis of real costs will be subject to **procurement rules** (institutional, national, EU level)
- Expenses based on **invoicing between Partners are ineligible**

Audit trail

- Backed by a **complete audit trail** (evidence of procurement, contract, invoice, proofs of payment...)

External Expertise & Services

Overview



Principle

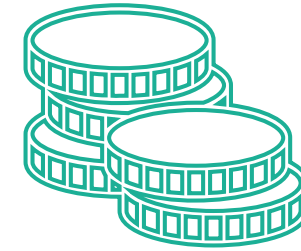
- Professional services and expertise provided **by external service providers** (other than the Project Partners) contracted to carry out certain activities linked to the delivery of the project
- Must be **necessary** for the project and should be linked to activities foreseen in the Application Form

Examples

- Studies or surveys (e.g. evaluations, strategies, concept notes, design plans, handbooks), training, translations, promotion, communication, publicity or information items, financial management, legal consultancy, IT systems and website (development, modifications and updates)...
- Includes **Financial Schemes** implemented by Project Partners to the benefit of third parties

External Expertise & Services

Financial Schemes



Principle

- **Distribution of financial contribution** as a reward following a **competition** (such as prizes, vouchers, or grants) to the benefit of third parties (individuals or organisations) that are not Project Partners
- Must respect the principles of **transparency and equal treatment**, should promote the achievement of policy objectives of the EU and contribute to the project's objectives and results
- Projects need to **monitor and control** that winner beneficiaries are using the individual award according to the selected concepts

Specificities

- The awards must not exceed **EUR 60 000** in total per third party
- A financial scheme planned must be **properly described in the Application Form** (dedicated Work Package, activity or deliverable) with the details of the scheme: purpose of the scheme, rules of the contest, award criteria, value of the individual award, total amount of the award, payment arrangements, target groups...

Equipment



Principle

- Equipment **purchased, rented, leased or in possession** by a Project Partner to carry out project activities, excluding those covered by the office and administration cost category (furniture, IT hardware and software, machines and instruments, tools, devices, vehicles, etc.)

Types of equipment

Accessory equipment

Tool or device **used to carry out project activities**.
It is necessary for the implementation of project activities and for the delivery of the project outputs.

Reporting: depreciation based (pro-rata to be calculated and applied for project duration and % of use by the project)

Investment equipment

Tool or device **considered as a project investment** (or part of a project investment) and produced as result of the funding given to the project, that will remain in use by the target group after the completion of the project.

Reporting: full costs

Ownership & durability principles

Infrastructure & Construction works

Principle

- Investments in infrastructure that do not fall into the scope of other cost categories
- Infrastructure and construction works are eligible only if **crucial** for the achievement of the project's outputs and results
- Full purchase price eligible (**no depreciation**)
- **Ownership & durability principles**

Examples

- Purchase / provision of land (10% maximum of the total project budget)
- Purchase / provision of real estate
- Site preparation
- Renovation
- Building permits
- Building materials



Audit & Control

Audit & Control Overview

3 levels of control at EUI

First level control

*Represent the frontline of the overall control-system. FLC is an **independent body** responsible for ensuring that all expenditure declared by the Project Partners comply with the EUI, EU, national and Partner rules and is therefore **eligible, legal and rational**.*

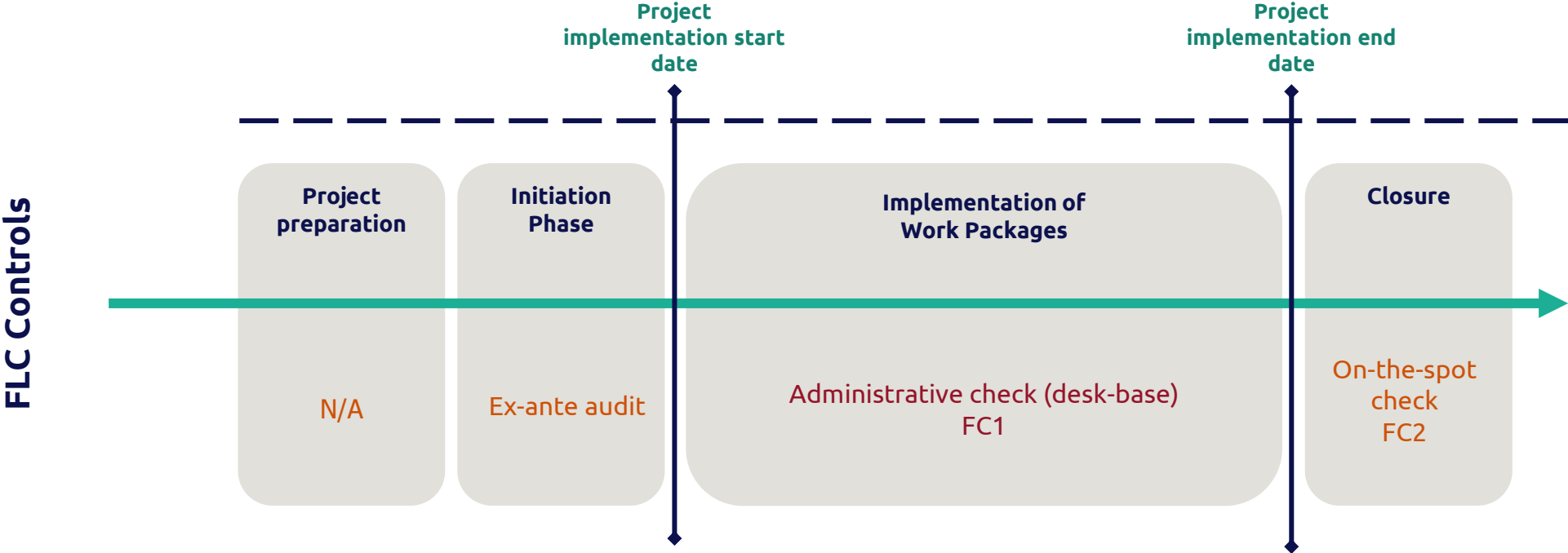
Second level control

*Ensures that the overall management, control **procedures and documents set up at EUI level are correctly applied** and ensure the prevention and correction of potential weaknesses and error*

Other types of control

Other responsible EU bodies such as the European Commission's audit services, the European Court of Auditors, or the Entrusted Entity and European Urban Initiative Permanent Secretariat themselves may carry out audits to check the quality of the implementation of the project

First level control Overview

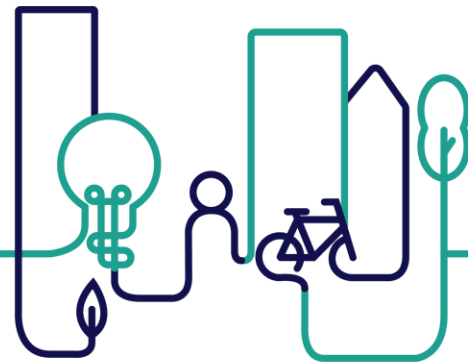


Centralised System

For the EUI-IA, FLC is centralised and sub-contracted to a single independent audit company

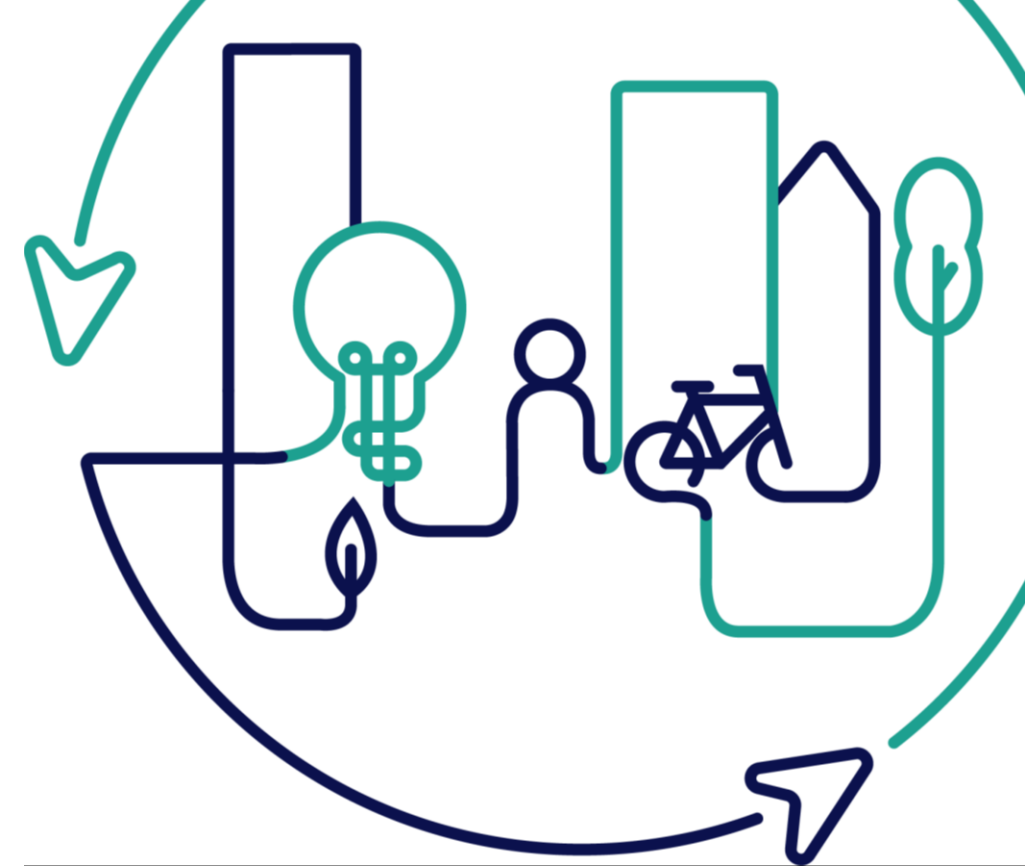
Project partners do not have to claim the costs indulged by the FLC work

Questions & Answers



EUROPEAN U R B A N INITIATIVE

Nicolas Chesnel
European Urban Initiative Permanent Secretariat



Co-funded by
the European Union

A circular graphic on a dark blue background. The circle is defined by a white outline. Inside the circle, the text "EUI-IA 10 Tips Quiz" is written in white, bold, sans-serif font. Two white arrows are positioned on the circle's perimeter, one at the top and one at the bottom, pointing clockwise. From the top and bottom of the circle, white lines extend outwards, curving slightly before ending in a vertical line.

**EUI-IA
10 Tips
Quiz**



Do I have to submit my Application Form in English?

> Yes

> No



What can be considered as an "Investment"?

- Salaries
- The renovation of a Municipality-owned building
- Sensors for measuring air quality





Can organisations like a municipal agency or company owned by an Urban Authority apply as a Main Urban Authority?

- Yes
- No

What is the lowest score on a single selection criteria which will not result in a knock-out?

> 3

> 4

> 5

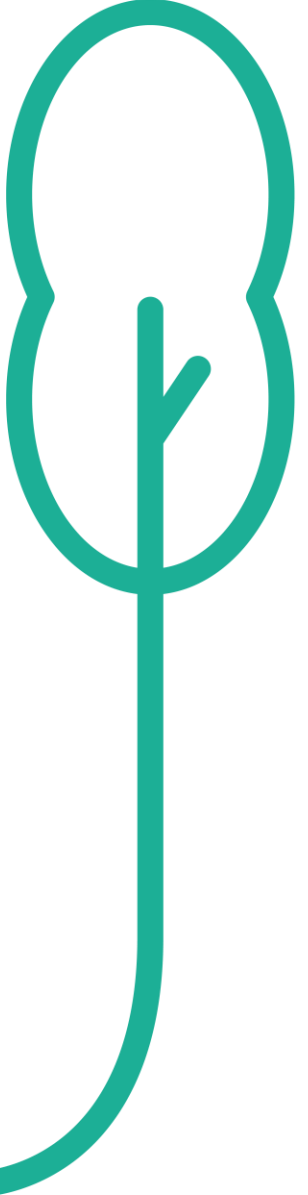
> 6





What is the maximum project duration of an EUI project?

- 2 years
- 3.5 years
- 4 years

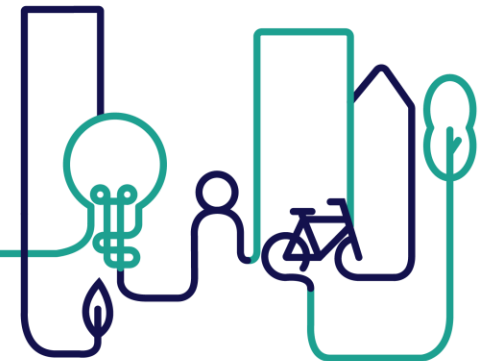


What is the maximum of funding allowed to a Third Party in the form of a Financial Scheme?

- EUR 25,000.00
- EUR 60,000.00
- EUR 200,000.00
- There is no limit


Can Delivery Partners be based in countries outside the EU?

- Yes
- No




Which of the following cost categories are based on a real costs basis?

- Infrastructure and construction works
- Travel and accommodation
- Office and administration
- Equipment

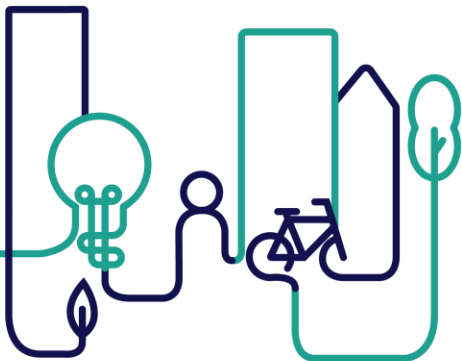


Do I need to have signed letters of intent from my 3 Transfer Partners at the Application Stage?

- Yes
 - No
- 
- 

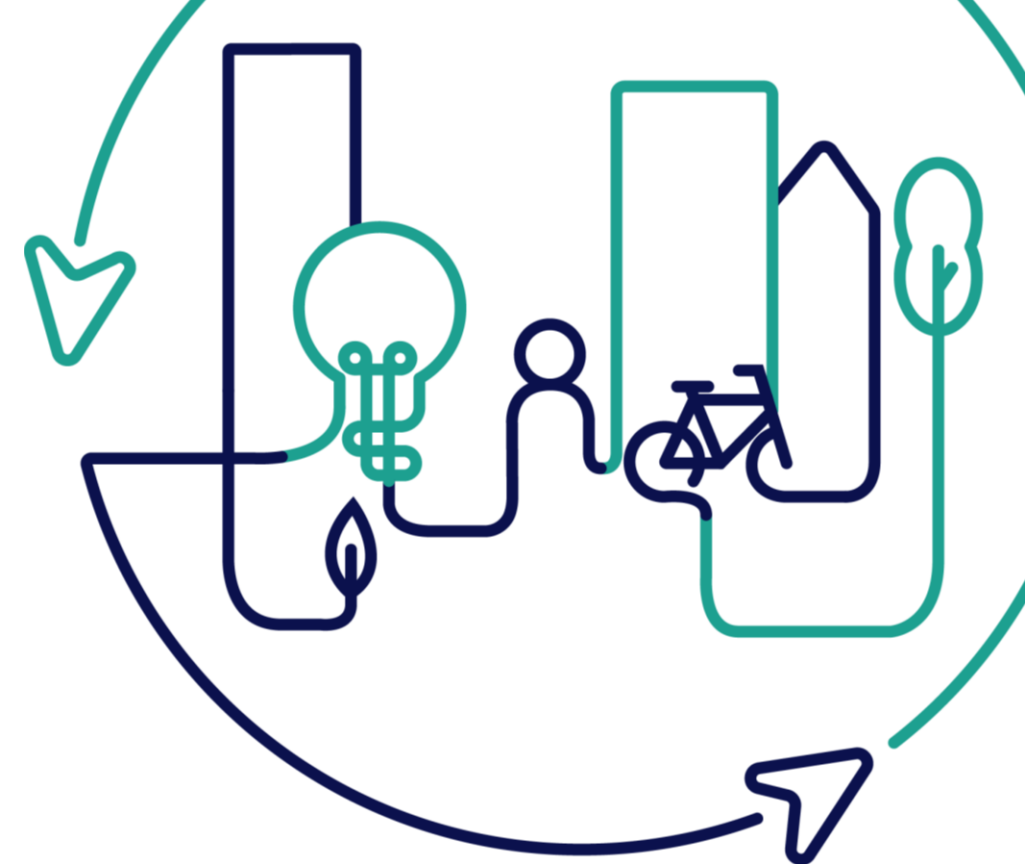
Can I can score additional points on my assessment if I submit an Annex of more than 100 pages?

- > Yes
- > Only if it is more than 50 pages
- > No



EUROPEAN U R B A N INITIATIVE

Benedicta Agbokey
European Urban Initiative Permanent Secretariat



Co-funded by
the European Union



**CLOSING
AND SUPPORT
TO APPLICANTS**

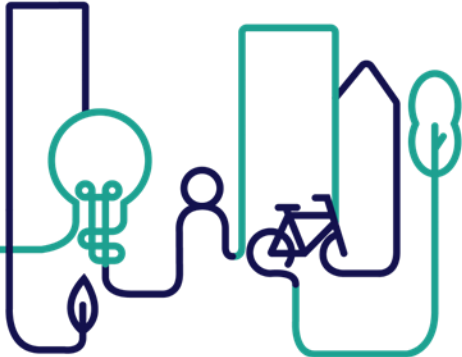
What did you think of today?

Please help us to improve our Applicant Seminars ! Scan the QR Code and answer the 6 following questions:

1. Is it the first time you participate to an event organised by EUI for the support to Applicant to Innovative Actions ?
2. On a scale of 1 to 5, how satisfied are you with this Applicant Seminar? (1 - not satisfied at all / 5 - very satisfied)
3. On a scale of 1 to 5, do you feel better prepared to apply to the 3rd Call for EUI Innovative Actions?
(1 - not prepared at all / 5 - very much prepared)
Please elaborate on what is your satisfaction on the content of the event (format, content of the sessions, individual consultations, ...)
4. What was for you the added-value to participate to this Applicant Seminar ?
5. How convenient was it to travel to Bucharest for the seminar ?
6. Do you intend to submit an Application Form for the 3rd Call for EUI Innovative Actions?



Call Timeline and Support to Applicants





Timeline

- 3rd Call for Proposals for EUI-IAs opened on **6 May 2024** and closes on **14 October 2024 at 14:00 CET**

Indicative timeline:

- **Indicative date for Announcement of approved projects:** March 2025
- **End of Initiation Phase:** September 2025
- **Start of Implementation:** October 2025

EUI-IA Call 3 Support to Applicants

Support to Applicants (all information/registration links are available on the [EUI website](#)):

- **Online Q&A Sessions**
 - Thursday 20 June 2024, 10.00 – 11.00 CEST
 - Monday 8 July 2024, 10.00 – 11.00 CEST
 - Thursday 18 July 2024, 10.00 – 11.00 CEST
 - Thursday 29 August 2024, 10.00 – 11.00 CEST
 - Thursday 12 September 2024, 10.00 – 11.00 CEST
 - Thursday 26 September 2024, 10.00 – 11.00 CEST
 - Thursday 10 October 2024, 10.00 – 11.00 CEST
- **Application Form Workshop (in-person)**
 - 10th September 2024 Brussels, Belgium
- **Online 1-1 Consultations**
 - Dates and registration available on the [EUI website](#)
- **Urban Contact Points**
 - List and [contact details](#)



[Third Call for Proposals EUI - Innovative Actions | EUI \(urban-initiative.eu\)](#)

Follow us:

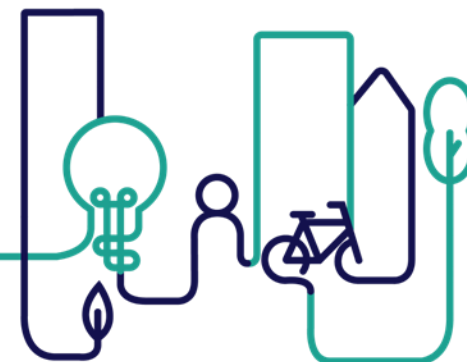
EUROPEAN
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INITIATIVE



Register to **our newsletter**

Email **innovativeactions@urban-initiative.eu**

www.urban-initiative.eu





Thank you!

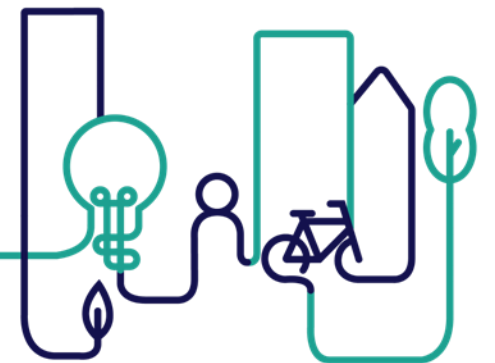


**City-to-City
Exchanges**

**A peer-learning opportunity
with the European Urban Initiative**

What is a City-to-City exchange?

- Brings together a city facing a specific challenge related to sustainable urban development (**‘the applicant’**) and 1-2 cities from a different EU Member State with expertise to help tackle this challenge (**‘the peer’**) – They can visit each other.
- **Simple application form** and short implementation period (all activities in 5/6 months)
- **Depends entirely on city needs** and the challenge they wish to put forward!
- **Ongoing Call – cities can apply whenever most relevant for them**



What type of support do we provide?

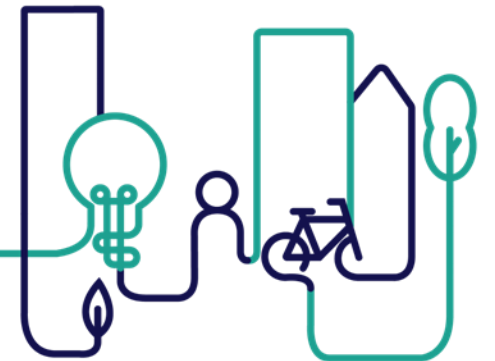
Funding to support applicants and peers:

<u>Type of cost</u>	<u>Applicant City</u>	<u>Peer City</u>
Travel, accommodation & subsistence	Up to 4 people	Up to 2 people
Daily rate covering staff time	No	Up to 2 people

External stakeholders can participate if it is duly justified in the application form.

Expertise: we can appoint a **moderator to facilitate exchange and learning process**

Peer identification: we can facilitate contact with urban authorities around Europe - – send us an email or [complete this form](#).





**Three
examples**

Topics, visits and matchmaking



Genoa and Prague

Title: EU Cities connect: fostering culture, sustainable tourism and urban development



Oulu and Fuenlabrada

Title: Co-designing local integration strategies with migrant and other stakeholders



Schaerbeek and Copenhagen

Title: Healthy, sustainable and enjoyable school meals - Schaerbeek pioneer school



N. Of Visits: 3

Challenge: Finding a balance between local residents' needs and the growing inflow of tourists.

Matchmaking: Networking at Eurocities event

N. Of Visits: 2

Challenge: Fostering migrants' integration through community engagement strategies.

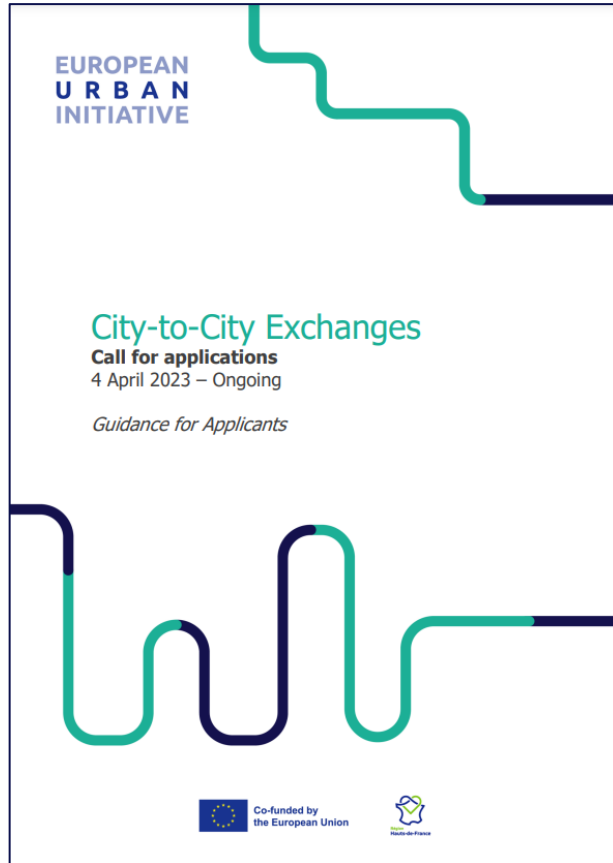
Matchmaking: Peer introduction request sent to the EUI CB team

N. Of Visits: 1

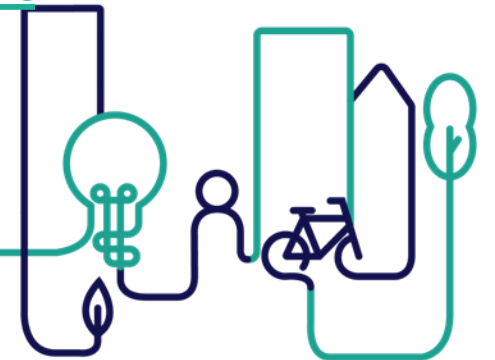
Challenge: Replicating Copenhagen's experience within the SchoolFood4Change project.

Matchmaking: Participation in the project - ICLEI

C2C Guidance and EUI support



- You can find the Guidance for Applicants at this [link](#).
- Schedule a bilateral meeting with the capacity building team – [link](#)
- If you don't find your peer, send your request for support via this [online form](#)
- Contact eleonora@urban-initiative.eu or capacitybuilding@urban-initiative.eu
- Contact your national [Urban Contact Point](#)



Thank you!

Find us on

