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**Application Form Courtesy Document – Call for Peer Reviews**

**CAPACITY BUILDING**

20 March 2025

**Please note that this document is a working document whose purpose is solely to help European Urban Initiative applicants to be a city under review and/or a peer reviewer in developing their Application Forms.**

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

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

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

**Please read the Applicant Guidance (available on the** [**Call webpage**](https://www.urban-initiative.eu/capacity-building/peer-reviews/call-spring2025)**) before starting to complete the Application Form.**

**Character limits are to be considered including spaces. It may help applicants to fill in the courtesy document to have the complete overview of the application and as a security measure in case of technical issues.**

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

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# PART A – Applicant information

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| **A.1. Call** |
| *Please select the current call you are applying for from the available open calls (it will be selected if there is only one open call)* |

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| **A.2. Legal status** |
| ***[Select from list]***   * *A Local Administrative Unit defined according to the degree of urbanisation as city, town or suburb* * *A Functional Urban Area (or association or grouping of urban authorities) - with legal status of organised agglomeration composed by Local Administrative Units, where the majority (at least 51%) of inhabitants live in Local Administrative Units defined according to the degree of urbanisation (DEGURBA) of Eurostat as cities, towns or suburbs (corresponding to DEGURBA code 1 or DEGURBA code 2*   *In case the Functional Urban Area, does not have a legal status, one of the main urban authorities of the Functional Urban Area may apply in the name of the Functional Urban Area.*  *All eligibility criteria are defined in Section 10.3 ‘Eligibility Criteria’ of the Guidance.*  *Please state the name of your institution in English.* |

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| **A.3 Location of applying urban authority** |
| *EU Member State (drop-down list):* |
| *NUTS 1 Region (drop-down list):* |
| *NUTS 2 Region (drop-down list):* |
| *NUTS 3 Region (drop-down list):* |
| *Name of urban authority (text input):* |
| *Postal code (text input):* |
| *If you are applying as a Functional Urban Area (FUA), please list the names of the Article 11 cities you are applying for (text input):* |

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| **A.4. Total number of inhabitants** |
| *Total number of inhabitants* |
| *Please provide any other additional statistics from other sources if needed (e.g., national statistics)* |

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| **A.5. Level regional development** |
| *Levels of regional development for the 2021-2027 period are shown in [this map](https://ec.europa.eu/regional_policy/policy/how/is-my-region-covered_en" \t "_blank).  For a more precise breakdown, you may refer to the EUI Correspondence [table](https://www.urban-initiative.eu/sites/default/files/2024-03/EUI-CB_PeerReviews_Correspondance%20table_Feb%202024.xlsx).*  *The city is located within a:*  ***[Select from list]***   * *Less developed region* * *Transition region* * *More developed region*   *This information will be used to prioritise applications, as defined in Section 10.3 ‘Selection Criteria’ of the Guidance.* |

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| **A.6. Involvement in article 11 of the current ERDF Regulation (2021-2027)/ Article 7 of the previous ERDF Regulation (2014-2020)** |
| *Is the urban authority an Article 11 city?*  ***[Select from list]***   * *Yes* * *No* * *I don’t know*   *Was the urban authority an Article 7 city?*  ***[Select from list]***   * *Yes* * *No* * *I don’t know*   *"Article 11 cities" are those selected within each EU Member State to contribute to the selection of operations based on Sustainable Urban Development strategies in line with Article 11 of Regulation (EU) 2021/1058 of the European Parliament and of the Council of 24 June 2021 on the European Regional Development Fund and on the Cohesion Fund.*  *If your city is not on the list but you are an Article 11 city, please mention this in your application and send us a proof showing this.*  *This information will be used to:*   1. *Assess the eligibility of applications for cities under review, as defined in Section 10.1 ‘Eligibility Criteria’ of the Guidance.* 2. *Prioritise applications for peer reviewer, as defined in Section 10.3 ‘Selection Criteria’ of the Guidance.* |

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| **A.7. Involvement in EU cooperation related to Sustainable Urban Development** |
| *Please indicate if the urban authority is involved in any of the following:*  ***[Select from list]***   * *URBACT* * *Urban Innovative Actions / European Urban Initiative – Innovative Actions* * *Urban Agenda for the EU* * *Council of European Municipalities and Regions* * *Eurocities* * *Horizon Europe* * *Other(s)*   *This field is for information only and will not have any impact on the selection process.* |
| *Please add any information of your involvement in European cooperation.* |

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| **A.8. Involvement in the EUI Peer Reviews or Urban Development Network** |
| *Did you benefit from a EUI Peer Review in 2023, 2024, 2025 or a Peer Review organised by the Urban Development Network in the 2014- 2020 period?*  *(drop-down list)*  *This information will be used to prioritise applications, as defined in Section 10.2 ‘Selection Criteria’ of the Guidance.* |

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| **A.9. Contact details from the urban authority** | | |
| *Please indicate the following information for the two contact persons* | Main contact person | Second contact person |
| Full name |  |  |
| Position |  |  |
| E-mail address |  |  |
| Telephone number (with country code) |  |  |
| *Do you agree to have your contact details shared with the EUI community?*  ***[Select from list]***   * *Yes* * *No*   *Contact details will be shared to other participants to the EUI Peer Review activity and to cities looking to find partners for [City-to-City Exchanges](https://www.urban-initiative.eu/capacity-building/pilot-call-c2c-exchanges).* | | |

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| **A.10. For which role(s) are you applying?** |
| ***[Select from list]***   * *City under review* * *Peer reviewer*   *It is possible to apply for both roles. More information on the differences between a city under review and a peer reviewer is available in section 3 of the Guidance for Applicants.* |

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| **A.11. Where did you hear about the call?** |
| ***[Select from list]*** |

# PART B – Challenge and motivation

*To view this section please make sure to tick at least one role in question A.10 - For which role(s) are you applying?.*

## B.1 For Cities Under Review

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| **B.1.1. Name of Sustainable Urban Development strategy financed through ERDF Article 11** |
| *Please provide the name of your Sustainable Urban Development strategy in English and original language.* |
| *Please confirm that you have checked with your Urban Contact Point (UCP) whether this strategy is the correct Article 11 strategy you can address in EUI Peer Reviews (tick box).* |

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| **B.1.2. What is the status of your strategy?** |
| *Please select the stage at which your strategy is. You may select several options if relevant.*  ***[Select from list]***   * *Early design stage* * *Draft ready for approval* * *In consultation process* * *Approved strategy* * *Project selection* * *Project implementation* * *Project evaluation* * *Consolidated evaluation of the strategy* |

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| **B.1.3 What are the three challenges you would like to address in the Peer Review?** |
| *Challenge 1*  *[select from list]*   * *Strategic dimension* * *Territorial focus* * *Governance* * *Cross-sectoral integration* * *Funding and financing* * *Monitoring and evaluation*   *[text input, 800 characters]:* |
| *Challenge 2*  *[select from list]*   * *Strategic dimension* * *Territorial focus* * *Governance* * *Cross-sectoral integration* * *Funding and financing* * *Monitoring and evaluation*   *[text input, 800 characters]:* |
| *Challenge 3*  *[select from list]*   * *Strategic dimension* * *Territorial focus* * *Governance* * *Cross-sectoral integration* * *Funding and financing* * *Monitoring and evaluation*   *[text input, 800 characters]:* |

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| **B.1.4 Why are you applying to be a city under review?** |
| *Please explain your motivations and what you expect to benefit from this activity.* |

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| **B.1.5. Who will take part in the Peer Review?** | | | | | |
| *Please specify the individuals who will take part in the peer review and outline their expected contributions.*  *Those eligible to participate in the Peer Review include the staff members of the urban authority responsible for leading the design and/or implementation of the strategy and stakeholders. Stakeholders refer to individuals not employed by the urban authority but engaged in the strategy's design and/or implementation.*  *At present,* ***it is compulsory for at least 1 staff member of the urban authority responsible for designing/implementing the SUD strategy to participate.***  *Note: Up to four participants from the cities under review are permitted.* | | | | | |
|  | Institution type | Full name | Position | Expected contribution to the exchange | Was/ Is in charge of designing and/or implementing the SUD strategy |
| 1 | *Please select if participant is from:*  ***[Select from list]***   * *The urban authority*   *A stakeholder* | *Please provide the full name of the person.* | *Please provide the position of the person.* | *Please provide the personal involvement and role in the design / implementation of the SUD strategy or integrated, participatory, place-based strategies.* | *Tick box* |
| 2 | *(OPTIONAL)*  *Please select if participant is from:*  ***[Select from list]***   * *The urban authority* * *A stakeholder* | *(OPTIONAL)*  *Please provide the full name of the person.* | *(OPTIONAL)*  *Please provide the position of the person.* | *(OPTIONAL) Please provide the personal involvement and role in the design / implementation of the SUD strategy or integrated, participatory, place-based strategies.* | *Tick box* |
| 3 | *(OPTIONAL)*  *Please select if participant is from:*  ***[Select from list]***   * *The urban authority* * *A stakeholder* | *(OPTIONAL)*  *Please provide the full name of the person.* | *(OPTIONAL)*  *Please provide the position of the person.* | *(OPTIONAL) Please provide the personal involvement and role in the design / implementation of the SUD strategy or integrated, participatory, place-based strategies.* | *Tick box* |
| 4 | *(OPTIONAL)*  *Please select if participant is from:*  ***[Select from list]***   * *The urban authority* * *A stakeholder* | *(OPTIONAL)*  *Please provide the full name of the person.* | *(OPTIONAL)*  *Please provide the position of the person.* | *(OPTIONAL) Please provide the personal involvement and role in the design / implementation of the SUD strategy or integrated, participatory, place-based strategies.* | *Tick box* |

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| **B.1.6 Host city** |
| *Are you willing to act as a* ***host city*** *for a peer review event?* ***[Select from list]***   * *Yes, I’m interested.* * *No, I’m not interested.* |

## B.2 – For Peer reviewers

*Only staff members from urban authorities or grouping of urban authorities are eligible to be peer reviewers.*

*Please note that peer reviewers apply as individuals to take part in a Peer Review.*

*Please add the necessary number of peer reviewers using the “Add peer reviewer” button.*

## B.2.1– Peer reviewer 1

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| **B.2.1.1. Please state your name and position in your institution** |
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| **B.2.1.2. Please write your e-mail address** |
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| **B.2.1.3. Why are you applying to be a peer reviewer?** |
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| **B.2.1.4. Please describe your experience in the design and implementation of integrated, place-based strategies.** |
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| **B.2.1.5. What are your operational fields of experience in Sustainable Urban Development strategies?** |
| *Please select your top three to five fields of expertise.*  ***[Select from list]***   * ***Strategic dimension***   *Strategies represent the centrepiece of Sustainable Urban Development as promoted under cohesion policy, and reflect the current understanding of strategic planning, which is intended as an adaptive process involving the management of change.*   * ***Territorial focus***   *Having an explicit territorial focus means that needs, challenges and opportunities for development must be matched with the appropriate spatial scale and territorial context (neighbourhoods, functional urban areas, urban-rural linkages).*   * ***Governance***   *‘Governance’ refers to how the relevant authorities and stakeholders decide to plan, finance and manage a specific strategy: multi-level governance, multi-stakeholder approach, bottom-up / participatory approaches.*   * ***Cross-sectoral integration***   *The cross-sectoral approach to urban strategies refers to the need to overcome the ‘siloed’ structure of sectorally divided functions which characterises public organisations, in order to tackle multi-dimensional challenges.*   * ***Funding and finance***   *Suitable funding and financing arrangements are key pillars of Sustainable Urban Development as promoted by cohesion policy, and include the combination of multiple funding sources and the associated increase in the significance of financial instruments*   * ***Monitoring***   *Monitoring instruments and activities support public authorities in designing and implementing Sustainable Urban Development strategies*   * ***Other*** |
| *If you selected "Other", please explain.* |

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| **B.2.1.5. What are your thematic fields of expertise in Sustainable Urban Development strategies?** |
| *Please select your top three to five fields of expertise.*  ***[Select from list]***   * *Research and Innovation* * *Digital transition* * *Local production* * *Mobility* * *Transportation and logistics systems* * *Sustainable tourism* * *Circular Economy* * *Job creation and entrepreneurship* * *Sustainable soil and land use* * *Food systems* * *Resilient environments* * *Climate adaptation* * *Climate change mitigation* * *Water management* * *Nature protection and biodiversity* * *Energy transition* * *Waste management* * *Social inclusion* * *Affordable housing* * *Education and employment* * *Health and well-being* |

**The section will be identical for each peer reviewer you add to your application.**

# PART C – Endorsement from INSTITUTION

## C.1 Confirmation of endorsement

This application is made on behalf of the urban authority you are representing.   
Only applications that have received **endorsement from an authorised signatory with delegation and power to engage the legal person of the urban authority** are deemed eligible. In case of any doubt, the EUI Secretariat may contact the authorised signatory listed in the question C.2 of the Application Form. **By endorsing this Application Form, the applying urban authority hereby confirms that:**

1. The information provided in the Application Form is accurate and true to the best knowledge of the urban authority.
2. The urban authority listed in the Application Form:
   * is committed to participate in the activity, as described in Section 6 of the Guidance for Applicants.
   * has stable and sufficient resources to carry out the activity.
   * Understands the expectations in terms of communication, capitalisation and to act an ambassador for EUI peer reviews.
3. The urban authority commits to comply with the eligibility criteria and all other conditions set out in the Call for application conditions for the entire duration of the activity.
4. The urban authority will act according to the provisions of the relevant national and EU legislation and policies as well as the specific provisions of the European Urban Initiative.
5. The urban authority is NOT subject to an administrative sanction (i.e. exclusion or financial penalty decision).[1]
6. The urban authority (or persons with unlimited liability for debts) is NOT in one of the following exclusion situations[2]:
   * bankrupt, being wound up, having the affairs administered by the courts, entered into an arrangement with creditors, suspended business activities or subject to any other similar proceedings or procedures.
   * in breach of social security or tax obligations
7. The urban authority (or persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the action) is NOT in one of the following exclusion situations[3]:
   * guilty of grave professional misconduct[4],
   * committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking,
   * shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar,
   * guilty of irregularities within the meaning of Article 1(2) of Regulation No 2988/95,
   * created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin (including creation of another entity with this purpose).
8. The urban authority is NOT subject to a conflict of interest in connection with this grant and will notify — without delay — any situation which could give rise to a conflict of interests.
9. The urban authority neither in whole nor in part have or will receive any other complementary EU funding on the tasks carried out within the activity during the whole duration of the activity.
10. General information about this project can be used by the European Urban Initiative to liaise with national and regional authorities in charge of implementation of operational programmes funded by the European Structural and Investment Funds.

**If the application is selected, the EUI Secretariat commits to:**

1. Provide technical guidance to the applicant.
2. Provide logistic and organisation support, with the organisation of all steps of the peer review process.
3. Provide financial support with the reimbursement of travel and per diem (including subsistence and accommodation) if the applicant is not hosting the event and providing all conditions described in the EUI-CB guidance for peer reviews are met.

[1] See Article 136 EU Financial Regulation.

[2] See Articles 136 and 141 EU Financial Regulation.

[3] See Articles 136 and 141 EU Financial Regulation.

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

**Please confirm that your institution endorses this application for a Peer Review, understands the conditions stated above, will support its implementation if this application is approved, and that the endorsement has been given by an authorised signatory.**

***[Please tick the box if the authorised signatory endorses the application]***

*Please note that the endorsement of your institution is an eligibility criterion for your application to be selected.*

* *Yes, I confirm my institution endorses the application, will support its implementation, and that the endorsement comes from an authorised signatory.*

## C.2 Contact details of the authorised signatory

*Please provide contact details of the authorised signatory with delegation and power to engage the legal person of the Urban Authority authorising and endorsing the application.*

|  |  |
| --- | --- |
|  | Authorised signatory |
| Full name |  |
| Position |  |
| E-mail address |  |
| Telephone number (with country code) |  |