

**Working document:**  
**APPLICATION FORM – Urban Innovative Actions (UIA)**

Please note that this document is only a working document whose purpose is solely in helping applicants to develop their Application Form.

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

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

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

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

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

## PART A – Project Summary

### A.1 Project identification

Project acronym		
Project title		[250 characters]
Project number		Automatically generated when project saved for the 1 <sup>st</sup> time.
Name of the Main Urban Authority		<i>(automatically filled in)</i>
ERDF rate		Max 80%
Project duration	Start date	<i>(date of the project approval)</i>
	End date	Max 3 years after start date
	Total number of months	Automatically calculated
Topic		Drop-down menu with x topics different from one call to the other.

### A.2 Project summary

- Project Summary description
[1500 Characters] Briefly describe the challenge to be addressed, the proposed solution, why it is original and innovative as well as the change you want to make to the actual situation

Table automatically generated from the Work Plan

Budget – breakdown per funding sources and partners							
Partner	ERDF cofinancing		Contribution			Total	
	<i>EUR</i>	<i>ERDF rate</i>	<i>Public</i>	<i>Private</i>	<i>Total</i>	<i>Budget</i>	<i>% of project budget</i>
PP1							
PP2							
...							
Total							

## PART B – Partnership

### Partnership - Summary table

The Urban Authority(ies) involved represent(s) XXXX inhabitants (the total number of inhabitants comes from Urban Authority(ies)'s profile(s) and is aggregated here)

Table automatically generated from partners' profiles

Role	Name of organisation	Country
Urban Authority	XXX	x
Associated Urban Authority	YYY	x
Delivery Partner	ZZZ	x
Delivery Partner	WWW	x

#### B.1

Urban Authority	
Name of organisation	
Member State	
Contact details	
Number of inhabitants	Applicants shall report the figures indicated by Eurostat
Department(s)/unit(s)/division(s) concerned	<b>[500 Characters]</b> List here the other departments, units and divisions that will be involved in the implementation of the project. For each department/unit/division provide information on the specific role in the implementation phase as well as the name of person to be involved and his/her position within the department/unit/division.
Contact person and contact details	Provide the name, title and contact details of the person who will serve as project lead. This person will be the main contact person for the Permanent Secretariat during the implementation of the project.
VAT number	
VAT recoverable	Drop down menu with: yes, no, partly
Staff costs claimed on the basis of:	Drop down: A. Flat rate (20% of all direct costs other than staff) B. Real costs
Competences and experiences in relation to the challenge addressed?	<b>[500 Characters]</b> Describe the main legal and operational competencies and experiences of the organisation in relation to the challenge addressed and to the proposed project. Demonstrate that the applying organisation is the best placed to implement the project.
Experience in participating in and/or managing EU co-financed projects or other international projects.	<b>[500 Characters]</b> If applicable, describe the main experiences of the organisation in participating and/or managing EU co-financed projects or other international projects

## Budget Overview for Urban Authority

Table automatically generated from the Work Plan

Budget lines	Total EUR
Staff	
Office and administration	
Travel and accomodation	
External expertise and services	
Equipment	
Infrastructure and construction works	
Sub-total	
Revenues	
Total EUR	

## Source(s) of contribution:

Table automatically generated from the Work Plan

Source	Amount Cash	Amount in-kind

## B.2

### + Add button (to add associated urban authorities)

- In the case of associations or groupings of urban authorities having a legal status of organised agglomeration, only the organised agglomeration shall be listed in the section B.1*
- In the case of associations or groupings of urban authorities without a legal status of organised agglomeration, applicants shall identify the Main Urban Authority (section B.1) and the Associated Urban Authorities (section B.2 below) <sup>1</sup>*

Associated Urban Authority	
Name of organisation	
Member State	
Contact details	
Number of inhabitants	<i>Applicants shall report the figures indicated by Eurostat</i>
Department(s)/unit(s)/division(s) concerned	<i>[500 Characters] List here the other departments, units and divisions that will be involved in the implementation of the project. For each department provide information on the specific role in the implementation phase as well as the name of person to be involved and his/her position within the department</i>
Contact person and contact details	<i>Provide the name, title and contact details of the person who will serve as main reference within the organisation.</i>
VAT number	
VAT recoverable	<i>Drop down menu with: yes, no, partly</i>
Staff costs claimed on the basis of:	<i>Drop down:</i> <i>A. Flat rate (20% of all direct costs other than staff)</i> <i>B. Real costs</i>

<sup>1</sup> Associations and groupings of urban authorities represented by politico-administrative institutions having delegated competences for policy-making and implementation in the policy area covered by the Urban Innovative Action project.

Involvement in the design phase	<i>[500 Characters] Describe the coordination mechanisms set up to ensure the involvement of the Associated Urban Authority in the design of the project proposal. Describe the main contributions of the Associated Urban Authority in the design phase</i>
Involvement in the implementation phase	<i>[500 Characters] Describe the main reasons why the Associated Urban Authority will be involved in the implementation of the project (specific competencies and expertise)</i>
Competences and experiences in relation to the challenge addressed	<i>[500 Characters] Describe the main legal and operational competencies and experiences of the organisation in relation to the challenge addressed and to the proposed project. Demonstrate that the Associated Urban Authority is the best placed to implement the project.</i>
Experience in participating in and/or managing EU co-financed projects or other international projects.	<i>[500 Characters] If applicable, describe the main experiences of the organisation in participating and/or managing EU co-financed projects or other international projects</i>

### Budget Overview for Urban Authority

*Table automatically generated from the Work Plan*

Budget lines	Total EUR
Staff	
Office and administration	
Travel and accomodation	
External expertise and services	
Equipment	
Infrastructure and construction works	
Sub-total	
Revenues	
Total EUR	

### Source(s) of contribution:

*Table automatically generated from the Work Plan*

Source	Amount Cash	Amount in-kind

### B.3

#### + Add button (to add Delivery Partners)

Delivery partners	
Name of organisation	
Member State	
Contact details	
Department/unit/division concerned	<i>[500 Characters] List here the other departments, units and divisions that will be involved in the implementation of the project. For each department provide information on the specific role in the implementation phase as well as the name</i>

	<i>of person to be involved and his/her position within the department</i>
Contact person and contact details	<i>Provide the name, title and contact details of the person who will serve as main reference within the organisation.</i>
VAT number	
VAT recoverable	<i>Drop down menu with: yes, no, partly</i>
Staff costs claimed on the basis of:	<i>Drop down: A. Flat rate (20% of all direct costs other than staff) B. Real costs</i>
Involvement in the design phase	<i>[500 Characters] Describe the coordination mechanisms set up to ensure the involvement of the Delivery Partner in the design of the project proposal. Describe the main contributions of the Delivery Partner in the design phase</i>
Involvement in the implementation phase	<i>[500 Characters] Describe the main reasons why the Delivery Partner will be involved in the implementation of the project (specific competencies and expertise)</i>
Competences and experiences in relation to the challenge addressed	<i>[500 Characters] Describe the main legal and operational competencies and experiences of the organisation in relation to the challenge addressed and to the proposed project. Demonstrate that the Delivery Partner is the best placed to implement the project.</i>
Experience in participating in and/or managing EU co-financed projects or other international projects.	<i>[500 Characters] If applicable, describe the main experiences of the organisation in participating and/or managing EU co-financed projects or other international projects</i>

### Budget Overview for Urban Authority

*Table automatically generated from the Work Plan*

Budget lines	Total EUR
Staff	
Office and administration	
Travel and accomodation	
External expertise and services	
Equipment	
Infrastructure and construction works	
Sub-total	
Revenues	
Total EUR	

### Source(s) of contribution:

*Table automatically generated from the Work Plan*

Source	Amount Cash	Amount in-kind

**PART C – Project description**

**C.1 Project relevance and innovativeness**

**C.1.1 Main challenge(s) to be addressed**

*[2000 Characters] What is the main urban challenge that will be tackled by the project? Explain why you chose to address this challenge. Using data and other evidence, describe the extent of the challenge to be addressed, its breadth and depth at local level, its different dimensions (social, economic and environmental dimensions of the challenge)*

**C.1.2 Proposed solution**

*[2000 Characters] Describe the solution you propose in order to tackle the main challenges identified above? Describe the proposed project and explain why do you think it will address the challenge identified*

**C.1.3 Innovativeness of the proposed solution**

*[3000 Characters]*

*Explain to what extent the project proposal is a new solution that can add value in relation to the issue concerned?*

*What are the elements of the proposed project that are new and innovative vis-a-vis:*

- (1) policies/programmes already in place in your city addressing similar challenges,*
- (2) similar policies/programmes in other cities?*

*Focus on the elements of the proposed project that set it apart from existing policies and/or practices at local level as well as from similar policies/programmes in other cities.*

*Provide evidence of research and benchmark of existing good practice in the area in question.*

*Describe whether the approach for your project evolved over time based on lessons learned from experience (evolutionary approach) or if it is a completely new approach (or an approach borrowed from elsewhere) never tried before in the sector or context in question (revolutionary approach).*

*Describe the added value that this new approach will create in related to the issue concerned.*

**C.1.4 Potential obstacles and resistance**

*[1500 Characters] Describe whether you expect any obstacles or resistance to the innovation and if so, how they will be overcome.*

**C.1.5 Integrated approach**

*[1500 Characters] To what extent is the solution proposed an integrated solution? Describe how the proposed project will address the different dimensions of the challenge, as described above.*

### C.1.6 Link to ERDF Thematic Objectives and Investment Priorities

**[1500 Characters]** *How does the project support the ERDF Thematic Objectives and Investment Priorities? List here the ERDF Thematic Objectives and Investment Priorities that the proposed project is expected to contribute to. Given the expected integrated nature of the project proposed, several Thematic Objectives and Investment Priorities can be listed here. For each Thematic Objective/Investment Priority listed, briefly explain what will be the contribution of the proposed project.*

## C.2 Project context and local partnership

### C.2.1 Link with other local/regional/national strategies and policies

**[1500 Characters]** *Is the project part of wider local/regional/national strategies and policies? Describe any other local/regional/national strategy already in place at local addressing the identified challenge. Explain how the existing policies/strategies will be taken into account by the proposed project, in particular identify the elements that will be re-used and/or improved*

### C.2.2 Synergies with other projects and initiatives

**[1500 Characters]** *What are the synergies with past or current EU and other projects or initiatives the project makes use of? Describe any other project and initiative (EU funded or not) already implemented at local level to address the identified challenge. Explain how the projects/initiatives identified will be taken into account by the proposed project, in particular identify the elements that will be re-used and/or improved*

### C.2.3 Involvement of wider stakeholders in project design

**[2000 Characters]** *Who are the wider stakeholders involved in the preparation and design of the project? How have they been involved? Provide a list of the wider stakeholders (not including the Associated Urban Authorities and Delivery Partners) that have been involved in the design of the proposed project. Describe the coordination/consultation/co-design mechanisms you have set up to ensure their involvement in the design phase.*

### C.2.4 Involvement of wider stakeholders in project implementation:

**[2000 Characters]** *Who are the wider stakeholders that will be involved in the implementation of the project? How will they be involved? Provide a list of the wider stakeholders (not including the Associated Urban Authorities and Delivery Partners) that will be involved in the implementation of the proposed project. Describe the coordination/consultation/co-implementation mechanisms you will set up to ensure their involvement in the implementation phase.*

## C.3 Project objectives, results and outputs

### C.3.1 Overall objectives and expected results (changes in the local situation)

#### **PROJECT main objective(s)**

**[1500 characters]** *Describe the main objective (s) you want to achieve through the proposed project*

#### **PROJECT main result(s)**

**[1500 characters]** *Describe the change in the local situation that you want to see as consequence of the project. Describe how the local situation will look like if the project is successful.*

### C.3.2 Outputs

Table of outputs automatically generated from the Work Plan (investment included)

WP (number + name)	<b>PROJECT</b> output	Target value of <b>PROJECT</b> expected output(s)
WP x _ YYYYY	Project Output X [100 characters]	
	Project Output Y [100 characters]	
	Project Output Z [100 characters]	

#### C.3.3 Measurement of results

**[2000 Characters]** Provide information on the main indicators and target value to measure the results of the project. Describe how you will be able to demonstrate that the change in the local situation is directly attributable to your new approach and not to external factors

#### C.3.4 Methodology for monitoring and measurement of outputs and results

**[1500 Characters]** Describe the methodology and tools you will use to collect data to monitor expected outputs and results. Explain when you will first be able to measure the results of your project at local level.

#### C.3.5 Target groups

**[1500 Characters]** Explain who are the main target groups for the proposed project and how they will benefit from the expected outputs and results

### C.4 Project scaling up and transferability

#### C.4.1. Scaling up of the project

**[2000 characters]** Describe how you envisage to scale up the project if it is successful

#### C.4.2 Transferability of the project

**[2000 characters]** Explain why you think the challenge addressed and the solution proposed will be relevant for other urban authorities throughout Europe. Explain why you think the project can be transferred and replicated by other Urban Authorities. Describe how you think the project could be transferred.

#### D. Work plan

WP Nr	WP title	WP start month	WP end month	WP budget
1	<b>Project preparation</b> <i>Read-only WP, no modifications are possible – prefilled start and end date and lump sum</i>	MM.YYYY	MM.YYYY	EUR 20,000
<b>Partners' involvement</b>				
WP responsible partner		Main Urban Authority		
<b>Summary</b>				
<i>Preparation and submission of the application form</i>				

WP Nr	WP title	WP start month	WP end month	WP budget
2	Project management	Automatic from activities	Automatic from activities	Automatic
<b>Partners' involvement</b>				
WP responsible partner				
Other involved partners				
<b>Summary</b>				
<p><b>[1500 characters]</b> Describe how the management on the strategic and operational level will be carried out in the project, specifically:</p> <ul style="list-style-type: none"> <li>• structure, responsibilities and procedures for the day to day management and coordination (including whether it is foreseen to externalize the management)</li> <li>• communication within the partnership (steering group)</li> <li>• reporting and evaluation procedures</li> <li>• risk and quality management</li> <li>• Capitalisation</li> </ul> <p>Please note that 1 activity has to be exclusively devoted to capitalisation activities (capturing knowledge and drawing lessons on an ongoing basis). These include the involvement of UIA experts during project implementation.</p> <p>Up to 30 days expert involvement will be allocated to each project depending on a need analysis. The costs for expertise (including travel and accommodation) will be covered directly by the UIA Initiative. Applicants shall present here the main needs for expertise to be provided by UIA Experts. This will be the basis for discussion with the Permanent Secretariat after approval of the project.</p>				
<b>Activities and deliverables</b>				
Activity 1.1	<p>Activity title:</p> <p>An activity is a specific task performed for which resources are used. It's a work package component</p> <p>Please list the different kinds of activities of the work package. Be aware that max. 5 activities can be listed per work package. Typical activities for this work package are for instance:</p> <ul style="list-style-type: none"> <li>• Internal communication within the partnership</li> <li>• Project control (audit opinion)</li> <li>• Coordination of the partnership</li> </ul>	Start month (MM.YYYY)	End month (MM.YYYY)	
	Activity description <b>[500 characters]</b>			
D 1.1.1	<p>Deliverable</p> <p>A deliverable is a tangible or intangible object produced as a side-product of the project that contributes to the development of a project output.</p>	Target value	Delivery month (MM.YYYY)	
Activity N	Activity title: <i>Capitalisation</i>	Start month (MM.YYYY)	End month (MM.YYYY)	

	<p>Activity description (pre-filled)<i>1) Involvement of UIA experts for:</i></p> <ul style="list-style-type: none"> <li>• <i>Advice and guidance on the substance of the action, especially regarding the innovative content</i></li> <li>• <i>Assistance in the development of documentation and outputs that will capture and disseminate lessons learnt, good practices, etc. To the wide European audience</i></li> <li>• <i>Support to ensure that the action remains on track and is in line with the agreed proposal</i></li> </ul> <p><i>2) Participation to the activities of the Urban Development Network</i></p> <p><i>3) Participation to national/international conferences to share lessons learnt and good practice on ongoing basis</i></p>		
DN	<p>Deliverable</p> <ul style="list-style-type: none"> <li>• <i>Thematic deliverables produced by UIA Experts on ongoing basis</i></li> <li>• <i>Other deliverables related to capitalization activities</i></li> </ul>	Target value	Delivery month (MM.YYYY)

**Work Package Budget**

Budget lines	PP1	PP2	PPn	Total	Comments
Staff					[250 characters]
Office and administration					[250 characters]
Travel and accommodation					[250 characters]
External expertise and services					[250 characters]
Equipment					[250 characters]
Sub-total					
Revenues					[250 characters]
Total					

**Indicative budget breakdown per year**

Year	2016	2017	2018	2019	total
% budget					100%
Amount					

WP Nr	WP title	WP start month	WP end month	WP budget
3	Communication	Automatic from activities	Automatic from activities	Automatic
<b>Partners' involvement</b>				
WP responsible partner				
Other involved partners				
<b>Summary</b>				
[1500 characters] Describe your communication strategy and the way it will contribute to achieving the project's objectives. Please describe clearly your communication objectives for each of the identified target groups, together with the relevant communication activities.				
<b>Communication Objective</b> What can communication do to reach the project objectives?		<b>Target groups</b> Who do you need to reach?		
[500 characters]		[500 characters]		
<b>Activities and deliverables</b>				
A 1.1 Start-up activity	Activity description and partners involved [500 characters]	Start month (MM.YYYY)	End month (MM.YYYY)	
D 1.1.1	Deliverable	Target value	Delivery month (MM.YYYY)	
A.1.2 Publications	Activity description and partners involved [500 characters]	Start month (MM.YYYY)	End month (MM.YYYY)	
D 1.2.1	Deliverable	Target value	Delivery month (MM.YYYY)	
A 1.3 Digital activity	Activity description and partners involved [500 characters]	Start month (MM.YYYY)	End Month (MM.YYYY)	
D 1.3.1	Deliverable	Target value	Delivery month (MM.YYYY)	
A 1.4 Public events	Activity description and partners involved [500 characters]	Start Month (MM.YYYY)	End Month (MM.YYYY)	
D 1.4.1	Deliverable	Target value	Delivery Month (MM.YYYY)	
A 1.5 Promotional material	Activity description and partners involved [500 characters]	Start Month (MM.YYYY)	End Month (MM.YYYY)	
D 1.5.1	Deliverable	Target value	Delivery Month	

			(MM.YYYY)
A 1.6 Media Relations	Activity Description and partners involved [500 characters]	Start Month (MM.YYYY)	End Month (MM.YYYY)
D 1.6.1	Deliverable	Target Value	Delivery Month (MM.YYYY)
A 1.7 Final dissemination activity (mandatory)	Activity description and partners involved [500 characters]	Start month (MM.YYYY)	End month (MM.YYYY)
D 1.7.1	Deliverable	Target value	Delivery month (MM.YYYY)
A 1.N Other type of Activity foreseen (max. 3)	Activity description and partners involved [500 characters]	Start Date (MM.YYYY)	End Date (MM.YYYY)
D 1.N.N	Deliverable	Target Value	Delivery month (MM.YYYY)

**Work Package Budget**

Budget lines	PP1	PP2	PPn	Total	Comments
Staff					[250 characters]
Office and administration					[250 characters]
Travel and accommodation					[250 characters]
External expertise and services					[250 characters]
Equipment					[250 characters]
Sub-total					
Revenues					[250 characters]
Total EUR					

**Indicative budget breakdown per year**

Year					Total
% budget					100%
Amount EUR					

WP Nr	WP title	WP start month	WP end month	WP budget
4-7	IMPLEMENTATION	Automatic from activities	Automatic from activities	Automatic
<b>Partners' involvement</b>				
WP responsible partner				
Other involved partners				
<b>Summary</b>				
<i>[1500 Characters] Create maximum 4 Work Packages for implementation corresponding to the main pillars of your project</i>				
<b>Activities, outputs and deliverables</b>				
Activity 1.1	Activity title <i>List here the different activities under this work package. Be aware that max. 5 activities can be listed per work package</i>		Start month (MM.YYYY)	End month (MM.YYYY)
	Activity description and partners involved <b>[500 characters]</b>			
D / O 1.1.1	Deliverable or output description <b>[250 characters]</b> <i>A deliverable is a tangible or intangible object produced as a side-product of the project that contributes to the development of a project output.</i> <i>An output is what has actually been produced for the money given to the project. It can be captured by an output indicator, and directly contributes to the achievement of the project result.</i> <i>Please choose whether the given activity will produce a deliverable or an output and provide with a description.</i> <i>Please consider that in general terms, 2 or more deliverables are necessary to produce a project output.</i>		Target value	Delivery month (MM.YYYY)
Activity 1.N	Activity title		Start month (MM.YYYY)	End month (MM.YYYY)
	Activity description and partners involved <b>[500 characters]</b>			
D / O 1.N.N	Deliverable or output description <b>[250 characters]</b>		Target value	Delivery month (MM.YYYY)

**Work Package Budget**

Budget lines	PP1	PP2	PPn	Total	Comments
Staff					[250 characters]
Office and administration					[250 characters]
Travel and accommodation					[250 characters]
External expertise and services					[250 characters]
Equipment					[250 characters]
Sub-total					
Revenues					[250 characters]
Total EUR					

**Indicative budget breakdown per year**

Year					Total
% budget					100%
Amount EUR					

<b>WP investment</b>	<b>Title</b> <i>To the WP investment corresponds 1 or more investments.</i>	<b>WP start month</b>	<b>WP end month</b>	<b>WP budget</b>
<i>Max 1 WP investment can be created</i>		<i>Automatic from activities</i>	<i>Automatic from activities</i>	<i>Automatic</i>
<b>Partners' involvement</b>				
WP responsible partner		<i>Drop-down list</i>		
Other partners involved		<i>Drop-down list</i>		
<b>Summary</b>				
<i>[1500 Characters] Please shortly describe the work package and the reasons for it.</i>				

**Work Package Budget**

Budget lines	PP1	PP2	PPn	Total	Comments
Staff					[250 characters]
Office and administration					[250 characters]
Travel and accommodation					[250 characters]
External expertise and services					[250 characters]
Equipment					[250 characters]
Sub-total					
Revenues					[250 characters]
Total EUR					

**Indicative budget breakdown per year**

Year					Total
% budget					100%
Amount EUR					

## **Investment 1**

<b>Investment title</b>			
<b>Description of the investment</b>			
<i>[1000 characters] Please describe the investment and clarify the link with the generic work package(s) and overall project logic.</i>			
<b>Involved partners</b>			
<b>Location of the investment</b>			
<i>Location of the physical investment</i>			
<b>Risks associated with the investment</b>			
<i>[1000 characters] Description of the risks associated with the investment, go/no-go decisions, etc. (if any)</i>			
<b>Investment documentation</b>			
<i>[1000 characters] Please list all technical requirements and permissions (e.g. building permits) required for the investment according to the respective national legislation.</i>			
<b>Ownership</b>			
<i>[1000 characters]</i>			
<i>Who owns the site where the investment is located?</i>			
<i>Who will retain ownership of the investment at the end of the project?</i>			
<i>Who will take care of maintenance of the investment? How will this be done?</i>			
<b>Activities, outputs and deliverables</b>			
Activity 1.1	Activity title <i>List here the different activities under this work package. Be aware that max. 5 activities can be listed per work package</i>	Start month (MM.YYYY)	End month (MM.YYYY)
	Activity description and partners involved <b>[500 characters]</b>		
D / O 1.1.1	Deliverable or output description <b>[250 characters]</b>	Target value	Delivery month (MM.YYYY)
Activity 1.2	Activity title	Start month (MM.YYYY)	End month (MM.YYYY)
	Activity description and partners involved <b>[500 characters]</b>		
D / O 1.2.1	Deliverable or output description <b>[250 characters]</b>	Target value	Delivery month (MM.YYYY)
Activity 1.N	Activity title	Start month	End month

		(MM.YYYY)	(MM.YYYY)
	Activity description and partners involved [500 characters]		
D / O 1.N.N	Deliverable or output description [250 characters]	Target value	Delivery month (MM.YYYY)

**Investment No: please add as many investments as needed**

P Nr	WP title	WP start month	WP end month	WP budget
Last WP	Closure and knowledge transfer	Automatic from activities	Automatic from activities	15,000
<b>Partners' involvement</b>				
WP responsible partner				
Involved associated urban authority and/or key stakeholder				
<b>Summary [1500 characters]</b>				
Describe how:				
<ul style="list-style-type: none"> <li>The project will carry out the administrative closing procedure</li> <li>The project will ensure that the final lessons learnt will be transferred to other organization</li> </ul> <p>Lump sum of EUR 15.000 will be paid when all compulsory deliverables are provided and accepted</p> <p>Please note that the UIA experts are involved in the knowledge transfer. Up to 10 days expert involvement will be allocated to each project depending on need analysis. The costs for expertise (including travel and accommodation) will be covered directly by the UIA Initiative.</p>				
<b>Activities and deliverables</b>				
Activity 1.1	Activity title <i>List here the different activities under this Work Package. Be aware that max. 5 activities can be listed per Work Package</i>	Start month (MM.YYYY)	End month (MM.YYYY)	
	<p><i>Typical activities for this Work Package are for instance the closure administrative procedure including production of final payment claim and final progress report, final certification of costs, etc.</i></p> <p><i>Please note that 1 activity has to be exclusively devoted to the Transfer Knowledge activities that include the production of the final qualitative report</i></p>			
	Activity description and partners involved <b>[500 characters]</b>			
D 1.1.1	Deliverable <b>[250 characters]</b>	Target value	Delivery month (MM.YYYY)	
Activity 1.2	Activity title Transfer of knowledge activities ( <i>Activity partially pre-filled</i> )	Start month (MM.YYYY)	End month (MM.YYYY)	
	Activity description <ul style="list-style-type: none"> <li>Production of the final qualitative report</li> <li>Participation in national/transnational conferences to share the final lessons learnt</li> <li>Other activities for knowledge transfer</li> </ul>			
D 1.2.1	Deliverable <ul style="list-style-type: none"> <li>Final qualitative report</li> </ul>	Target value	Delivery month	

			1 year following project end date
D 1.2.2	Deliverable <ul style="list-style-type: none"> <li>Project evaluation by the expert</li> </ul>	Target value	Delivery month 1 year following project end date
Activity 1.3	Activity title Administrative closure ( <i>Activity pre-filled</i> )	Start month (MM.YYYY)	End month (MM.YYYY)
	Activity description <ul style="list-style-type: none"> <li>Preparation and submission of final progress report</li> </ul>		
D 1.2.1	Deliverable <ul style="list-style-type: none"> <li>Final progress report</li> </ul>	Target value	Delivery month 3 months following project end date

**Indicative timeline** (*a Gantt chart will be automatically generated from the Work Plan consolidating project deliverables and outputs for all work packages*)

## E. Project budget section

Section automatically generated from the Work Plan

Budget - breakdown per funding sources and partners							
Partner	ERDF co-financing		Contribution			Total	
	EUR	ERDF rate	Public	Private	Total	Budget	% of project budget
PP1							
PP2							
...							
PPn							
<b>Total</b>							

Overview per partner / per period							
Partner	2015	2016	2017	2018	...	2024	Total
PP1							
PP2							
...							
PPn							
<b>Total</b>							

Overview per partner / per work package							
Partner	WP1	WP2	WP3	WP4	...	WPn	Total
PP1							
PP2							
...							
PPn							
<b>Total</b>							

Overview per Work Package / per Period							
WP	2015	2016	2017	2018	...	2024	Total
WP1							
WP2							
...							
WPn							
Total							

Overview per partner / per budget line					
Budget lines	PP1	PP2	...	PPn	Total
Staff					
Office and administration					
Travel and accommodation					
External expertise and services					
Equipment					
Infrastructure and construction works					
Sub-total					
Revenues					
Total					

Overview per Work Package/ per Budget Line					
Budget lines	WP1	WP2	...	WPn	Total
Staff					
Office and administration					
Travel and accommodation					
External expertise and services					
Equipment					
Infrastructure and construction works					
Sub-total					

Revenues					
Total					

#### F. Risk management

Description of the risk	impact	likelihood	Actions to mitigate the risk
<i>[500 characters] Please describe your risk and add as many risks as necessary.</i>	1- Incident 2- Minor 3- Serious 4- Major 5- Catastrophic	1- Improbable 2- Remote 3- Possible 4- Probable 5- Likely	<i>[500 characters]</i>

## Urban Authority confirmation

By signing the application form the (Main) Urban Authority hereby confirms that:

- the project neither in whole nor in part has or will receive any other complementary EU funding (except for the funding indicated in this application form) during the whole duration of the project;
- The project partners listed in the application form are committed to take part in the project's activities and financing;
- The project is in line with the relevant EU and national legislation and policies of the countries involved;
- The Urban Authority and the project partners will act according to the provisions of the relevant national and EU regulations, especially regarding structural funds, public procurement, state aid, environment and equal opportunities, as well as the specific provisions of the UIA Initiative;
- The information in the Application Form is accurate and true to the best knowledge of the Urban Authority.

Name of signing person	
Position of signing person	
Place and date	
Signature and stamp of lead partner (if exists)	