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**Application Form Courtesy Document – City-to-City Exchanges**

**CAPACITY BUILDING**

4 April 2023

**Please note that this document is a working document which purpose is solely to help European Urban Initiative – Capacity Building (EUI-CB) applicants for city-to-city exchanges in developing their Application Forms.**

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

**Only Application Forms submitted through the online EU Survey Platform, will be considered by the European Urban Initiative Permanent Secretariat (Permanent Secretariat).**

**Please note that the working version below represents a simplified version of the full Application Form template available in EU Survey. Furthermore, there is no guarantee that this version corresponds 100% to the latest official version included in EU Survey. You are strongly encouraged to login into EU Survey as early as possible.**

**Please read the** [**Applicant Guidance**](https://www.urban-initiative.eu/sites/default/files/2023-04/EUI-CB%20Guidance%20for%20City%20to%20City%20Exchanges_0.pdf) **before starting to complete the Application Form.**

**Character limits are to be considered including spaces. It may help applicants to fill in the working document to have the complete overview of the application.**

**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 – GENERAL INFORMATION

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| **A.1 Please provide a short title summarising the content of the exchange.** |
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| **A.2 Is this application a follow-up to an EUI peer review?** |
| Yes/ No |

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| **A.2.2 If yes, please indicate the location and date of the peer review event.** |
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| **A.3 Is this application a resubmission of a previously rejected application?** |
| Yes/ No |

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| **A.3.1 If yes, please indicate the reference number of the previously rejected application.** |
|  |

# PART B – Participating cities

## B.1 Information on applicant urban authority

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| --- |
| **B.1.1 Name of applying urban authority (in English)** |
| *Please state the name of the applying urban authority* |

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| **B.1.2 NUTS 3 code of applicant urban authority** |
| *Please provide the NUTS3 code of the urban authority.*  *NUTS3 codes are available on the EUI website, in* [*this table.*](https://www.urban-initiative.eu/sites/default/files/2022-10/EUI-IA_Call1_Correspondence_table.xlsx) |

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| **B.1.3 Legal status** |
| *Please select the legal status of the applicant.*  ***[Select from list]***   * *A Local Administrative Unit defined according to the degree of urbanisation as city, town or suburb* * *An association or grouping of urban authorities with legal status of organised agglomeration composed by Local Administrative Units*   *The applicant may refer to the section on Eligible authorities for further details in the Applicant Guidance for city-to-city exchanges.* |

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| **B.1.4 Total number of inhabitants** |
| *Data to be taken from* [*this table*](https://www.urban-initiative.eu/sites/default/files/2022-10/EUI-IA_Call1_Correspondence_table.xlsx)*.*  *Please indicate the total number of inhabitants in the applying urban authority. In case of gaps, inconsistencies or doubts concerning the interpretation of the data included in the Correspondence table, applicants are advised to contact the EUI PS before filling in and submitting the Application Form.* |
| ***[300 characters maximum]***  *(OPTIONAL) Please provide any other additional statistics from other sources* ***if needed*** *(e.g., national statistics).* |

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| **B.1.5 EU Member State of the applicant urban authority** |
| *Please indicate the EU Member State the urban authority is from.* |

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| **B.1.6 Level regional development of applicant urban authority** |
| *The applicant urban authority is located within a:*  ***[Select from list]***   * *Less developed region* * *Transition region* * *More developed region*   *Data to be taken from annexes of Commission Implementing Decision (EU) 2021/1130 of 5 July 2021 (*[*available here*](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32021D1130)*).* |

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| **B.1.7 Involvement of applicant urban authority in article 11 of the current ERDF Regulation (2021-2027)** |
| *Is the urban authority an “article 11 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.* |

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| **B.1.8 Involvement of applicant urban authority in EU cooperation related to Sustainable Urban Development** |
| *Please indicate if the urban authority is involved in any of the below:*  ***[Select from list]***   * *URBACT* * *Urban Innovative Actions / European Urban Initiative – Innovative Actions* * *Urban Agenda for the EU* * *Council of European Municipalities and Regions* * *Other*   *This field is for information only and will not have any impact on the selection process.* |
| ***[1000 characters maximum]***  *If so, please name the relevant project / network / partnership(s) and clarify how this exchange will build on this involvement.* |

|  |  |  |
| --- | --- | --- |
| **B.1.9 Contact details from the applicant 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) |  |  |

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| --- | --- | --- | --- |
| **B.1.10 Participant(s) from applicant city**  Please indicate which person(s) from the applicant will participate in the city-to-city exchange and what contribution they are expected to make.  *Note: Maximum 4 persons can participate on behalf of the applicant, of which at least one person must be a part of the urban authority.* | | | |
| Institution type | Full name | Position | Expected contribution to exchange |
| *Applicant urban authority* |  |  |  |
| *[Select] Applicant urban authority/ Stakeholder* |  |  |  |
| *[Select] Applicant urban authority/ Stakeholder* |  |  |  |
| *[Select] Applicant urban authority/ Stakeholder* |  |  |  |

## B.3. Information on Peer(s)

|  |
| --- |
| **B.3.1 How many peer cities are involved in this city-to-city exchange (other than the applicant)?** |
| ***[Select from list]***   * *1* * *2* |

## INFORMATION ON PEER 1

|  |
| --- |
| **B.3.2 Name of Peer 1 urban authority (English)** |
| *Please state the name of Peer 1* |

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| **B.3.3 NUTS 3 code of Peer 1** |
| *Please provide the NUTS3 code of Peer 1*  *NUTS3 codes are available on the EUI website, in* [*this table.*](https://www.urban-initiative.eu/sites/default/files/2022-10/EUI-IA_Call1_Correspondence_table.xlsx) |

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| **B.3.4 Legal status of Peer 1** |
| *Please select the legal status of Peer 1.*  ***[Select from list]***   * *A Local Administrative Unit defined according to the degree of urbanisation as city, town or suburb* * *An association or grouping of urban authorities with legal status of organised agglomeration composed by Local Administrative Units*   *The applicant may refer to the section on Eligible authorities for further details in the Guidance for city-to-city exchanges.* |

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| **B.3.5 Total number of inhabitants of Peer 1 urban authority** |
| *Data to be taken from* [*this table*](https://www.urban-initiative.eu/sites/default/files/2022-10/EUI-IA_Call1_Correspondence_table.xlsx)*.*  *Please indicate the total number of inhabitants in Peer 1.* |
| ***[300 characters maximum]***  *(OPTIONAL) Please provide any other additional statistics from other sources* ***if needed*** *(e.g., national statistics).* |

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| **B.3.6 EU Member State of Peer 1** |
| *Please indicate the EU Member State the Peer 1 urban authority is from.* |

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| **B.3.7 Involvement of Peer 1 in article 11 of the ERDF/CF Regulation (2021-2027)** |
| *Is Peer 1 an “article 11 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.* |

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| **B.3.8 Involvement of Peer 1 in EU cooperation related to Sustainable Urban Development.** |
| *Please indicate if the urban authority is involved in any of the below:*  ***[Select from list]***   * *URBACT* * *Urban Innovative Actions / European Urban Initiative – Innovative Actions* * *Urban Agenda for the EU* * *Council of European Municipalities and Regions* * *Other*   *This field is for information only and will not have any impact on the selection process.* |
| ***[1000 characters maximum]***  *If so, please name the relevant project / network / partnership(s) and clarify how this exchange will build on this involvement.* |

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| --- | --- | --- |
| **B.3.9 Contact details for Peer 1 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) |  |  |

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| --- | --- | --- | --- |
| **B.3.10 Participant(s) from Peer 1**  Please indicate which person(s) from peer 1 will participate in the city-to-city exchange and what contribution they are expected to make in terms of relevant expertise.  *Note: A maximum of two persons can participate on behalf of peer 1, of which at least one person must participate from the peer 1 urban authority.* | | | |
| Institution type | Full name | Position | Expected contribution to exchange |
| *Peer 1 urban authority* |  |  |  |
| *[Select] Peer 1 urban authority/ Stakeholder* |  |  |  |

## INFORMATION ON PEER 2

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| **B.3.10 Name of Peer 2 urban authority (English)** |
| *Please state the name of Peer 2* |

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| **B.3.11 NUTS 3 code of Peer 2 urban authority** |
| *Please provide the NUTS3 code of Peer 2*  *NUTS3 codes are available on the EUI website, in* [*this table.*](https://www.urban-initiative.eu/sites/default/files/2022-10/EUI-IA_Call1_Correspondence_table.xlsx) |

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| **B.3.12 Legal status of Peer 2 urban authority** |
| *Please select the legal status of Peer 2.*  ***[Select from list]***   * *A Local Administrative Unit defined according to the degree of urbanisation as city, town or suburb* * *An association or grouping of urban authorities with legal status of organised agglomeration composed by Local Administrative Units*   *The applicant may refer to the section on Eligible authorities for further details in the Guidance for city-to-city exchanges.* |

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| **B.3.13 Total number of inhabitants in Peer 2 urban authority** |
| *Data to be taken from* [*this table*](https://www.urban-initiative.eu/sites/default/files/2022-10/EUI-IA_Call1_Correspondence_table.xlsx)*.*  *Please indicate the total number of inhabitants in Peer 2.* |
| ***[300 characters maximum]***  *(OPTIONAL) Please provide any other additional statistics from other sources* ***if needed*** *(e.g., national statistics).* |

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| **B.3.14 EU Member State of Peer 2** |
| *Please indicate the EU Member State the Peer 2 urban authority is from.* |

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| **B.3.15 Involvement of Peer 2 in article 11 of the current ERDF Regulation (2021-2027)** |
| *Is Peer 2 an “article 11 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.* |

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| **B.3.16 Involvement of Peer 2 in EU cooperation related to Sustainable Urban Development.** |
| *Please indicate if the urban authority is involved in any of the below:*  ***[Select from list]***   * *URBACT* * *Urban Innovative Actions / European Urban Initiative – Innovative Actions* * *Urban Agenda for the EU* * *Council of European Municipalities and Regions* * *Other*   *This field is for information only and will not have any impact on the selection process.* |
| ***[1000 characters maximum]***  *If so, please name the relevant project / network / partnership(s) and clarify how this exchange will build on this involvement.* |

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| **B.3.17 Contact details for Peer 2** | | |
| 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) |  |  |

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| **B.3.18 Participant(s) from Peer 2**  Please indicate which person(s) from peer 2 will participate in the city-to-city exchange and what contribution they are expected to make in terms of relevant expertise.  *Note: A maximum of two persons can participate on behalf of peer 2, of which at least one person must participate from the peer 2 urban authority.* | | | |
| Institution type | Full name | Position | Expected contribution to exchange |
| *Peer 2 urban authority* |  |  |  |
| *[Select] Peer 2 urban authority/ Stakeholder* |  |  |  |

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| **B.3.19 Please clarify why a second peer city is required to tackle the challenge identified in the application.** |
| *If you selected a second peer, please indicate why they are required to tackle the challenge identified in the application.* |

# PaRT C. Challenge and motivation

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| **C.1 Please describe the challenge related to the implementation of Sustainable Urban Development within Cohesion Policy that the main beneficiary would like to receive expertise on, referring to both thematic and operational aspects as relevant.** |
| ***[1500 Characters maximum]***  *An indicative list of potential thematic and operational challenges that may be addressed can be found in section 2.1.2 of the Guidance for Applicants.* |

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| **C.2 Please describe the current situation faced by the applicant urban authority related to the challenge described.** |
| ***[1500 Characters maximum]***  *Please provide relevant facts and figures that demonstrate how this challenge is reflected in your city and describe which projects/approaches/methods related to integrated, place-based approaches have been already implemented.* |

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| **C.3 Please name which policy instrument(s) related to Sustainable Urban Development will benefit from improved implementation thanks to the exchange.** |
| ***[1500 Characters maximum]***  *The policy instrument(s) named must relate to the territory of the main beneficiary.  A policy instrument is a means for public intervention. It can be understood to mean any programme, policy, strategy, or law developed by public authorities and applied on the ground to improve a specific territorial situation. Examples* *of policy instruments include Sustainable Urban Development strategies, Integrated Territorial Investments strategies, Community-led Local Development strategies, European Regional Development Fund / European Social Fund + Operational Programmes etc.)* |

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| **C.4 Please explain the interest of the applicant urban authority in integrated, place-based approaches and/or their involvement in the design and implementation of Sustainable Urban Development strategies.** |
| ***[1500 Characters maximum]***  *Applicant urban authorities must demonstrate an interest or involvement in integrated, place-based approaches or the design and implementation of Sustainable Urban Development strategies.* |

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| **C.5 Please clarify what the applicant urban authority will gain from implementing the exchange.** |
| ***[1500 Characters maximum]***  *Please explain how the proposed exchange will contribute to building the applicant urban authority's capacity to tackle the implementation challenge specified.* |

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| **C.6 Please list which outputs are expected to be produced through the exchange.** |
| ***[1500 Characters maximum]***  *Indicative examples of outputs that may be produced through a city-to-city exchange: list of recommendations, list of good practices, action plan, technical document (terms of reference, guidance for applicants, monitoring checklist) etc.*  *Other forms of assistance and consultancy that go beyond peer learning among urban authorities (e.g., the development of studies, conferences, training courses etc.) cannot be financed through a city-to-city exchange.* |

# PART D. workplan and budget

In order to complete your application, a [Work Plan and Budget Excel file](https://www.urban-initiative.eu/sites/default/files/2023-04/EUI-CB_Call_C2C_1_Workplan%20and%20Budget%20file.xlsx) must be completed and uploaded.  
  
The following information must be filled in thereby calculating the maximum budget for the exchange:

* Number of visits - 1 to 3
* Format(s) - Incoming visit, outgoing visit or an online exchange following an in-person visit
* Duration - 2 to 5 days per event
* Date(s) - indicative month and year per event
* Location of visit(s) - City and EU Member State
* Participating cities per event - Peer 1, Peer 2 (if applicable), or both
* Number of participants per city per event - up to 4 persons from the applicant urban authority and up to 2 persons from each peer

Notes:

* Each peer must either visit the applicant urban authority or host the applicant urban authority in the peer city at least once.
* Peers may not visit each other without the presence of the applicant urban authority.

**IMPORTANT:**   
Any inconsistencies between the information provided in the Work Plan and Budget excel file and the application form on EU survey may lead to rejection of the application.

|  |
| --- |
| **D.1 Please upload here your completed Work Plan and Budget Excel file here.** |
| ***Maximum file size: 1 MB.*** |

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| **D.2 How many events are requested as part of the exchange?** |
| ***[Tick one]***   * *1* * *2* * *3* |

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| **D.2.2 If an online exchange is requested as a follow-up to an in-person visit, please justify why this format is the most appropriate taking into account the challenge addressed and the proposed agenda.** |
| *When duly justified in the application form, one online exchange per application may be organised as a follow-up to an in-person visit(s). An application that does not contain at least one in-person visit will be rejected.* |

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| **D.3 Agenda of exchange**  Please indicate the main agenda points to be covered during each visit. Please indicate the expected contribution of each peer. | | | |
|  | **Main agenda points** | **Contributions of peer 1** | **Contributions of peer 2 (if applicable)** |
| *Visit 1* |  |  |  |
| *Visit 2 (if applicable)* |  |  |  |
| *Visit 3 (if applicable)* |  |  |  |

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| **D.4 Do you require the support of an additional EUI expert moderator to support the peer learning process?** |
| *Self-moderated exchanges involving only the applicant city and peers may be organised faster than those involving additional expert moderators.*  *See section 2.5 of the Guidance for Applicants for more information.*   * *Yes* * *No* |

# PART E: ENDORSEMENT

## E.1. Endorsement from the applicant urban authority

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, EUI PS may contact the authorised signatory listed in the Application Form.

**By endorsing this Application Form, the applicant 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 as applicant urban authority:

a) is committed to participate in the action and more specifically is committed to identifying peer(s) and potential stakeholders, participate in all the events included in the exchange and participate in evaluation sessions regarding the exchange and achieved results.

* has stable and sufficient resources to carry out the activity.
* understands the expectations in terms of communication, capitalisation and to act as an ambassador for EUI city-to-city exchanges.

1. 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.
2. 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.
3. The Urban Authority is NOT subject to an administrative sanction (i.e. exclusion or financial penalty decision).[1]
4. 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.

1. 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).

1. 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.
2. The Urban Authority neither in whole nor in part have or will receive any other complementary EU funding for the tasks carried out within the activity during the whole duration of the activity.
3. 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, EUI PS commits to:**

1. Provide technical guidance and assistance to the cities involved in the exchange, including, on request, an expert moderator to facilitate the exchange.
2. Provide financial support with the reimbursement of costs as indicated in the EUI Capacity Building Guidance for Applicants for city-to-city exchanges, provided all conditions described in the guidance 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 (the applicant urban authority) endorses this application for a city-to-city exchange, 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 the applicant urban authority 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.*

## E.2. Endorsement from Peer 1 urban authority

Please confirm that the Peer 1 urban authority endorses this application for a city-to-city exchange and will support its implementation if this application is approved.

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

*Please note that the endorsement of the Peer 1 urban authority is an eligibility criterion for your application to be selected.*

## E.3. Endorsement from Peer 2 urban authority

Please confirm that the Peer 2 urban authority endorses this application for a city-to-city exchange and will support its implementation if this application is approved.

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

*Please note that the endorsement of the Peer 2 urban authority is an eligibility criterion for your application to be selected.*

**E.4 Please provide the contact information of the authorised signatory with delegation and power to engage the legal person of each Urban Authority endorsing the application.**

*Please provide the required information. This information is to be included in the contract between the EUI Entrusted Entity and the participating urban authorities in case the application is approved.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Applicant urban authority | Peer 1 urban authority | Peer 2 urban authority (if applicable) |
| Full name |  |  |  |
| Position |  |  |  |
| E-mail address |  |  |  |
| Telephone number (with country code) |  |  |  |
| Street and number |  |  |  |
| Postcode |  |  |  |
| City |  |  |  |
| Region |  |  |  |
| Country |  |  |  |