***“Coastal City Plastic-0”***

**ACTION PLANNING NETWORK**

*(URBACT III Operational Programme)*

******

**QUESTIONNAIRE**

for

**candidate project partners**

|  |  |  |
| --- | --- | --- |
|  | Administrative questions |  |

|  |  |
| --- | --- |
| **Name of organisation in original language** |  |
| **Name of organisation in English** |  |
| **Abbreviation / Acronym of organisation** |  |
| **Department/unit/division (if applicable)** |  |
| **Country (NUTS 1)** |  |
| **Region (NUTS 2)** |  |
| **Sub-region (NUTS 3)** |  |
| **Postal code, city, street, etc.** |  |
| **Website** |  |
| **VAT number (if applicable)** |  |
| **Other national identifying number (if no VAT number is provided)** |  |
| **Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?** | *yes/partly/no – if partly explain how* |
| **Legal representative (name)** |  |
| **Position** |  |
| **Phone number** |  |
| **Mobile number** |  |
| **Fax** |  |
| **Email** |  |
| **Project coordinator / contact person (name)** |  |
| **Position** |  |
| **Phone number** |  |
| **Mobile number** |  |
| **Fax** |  |
| **Email** |  |
| **Financial officer (name)** |  |
| **Position** |  |
| **Phone number** |  |
| **Mobile number** |  |
| **Fax** |  |
| **Email** |  |
| **Managing Authority (name)** |  |
| **Institution** |  |
| **Position** |  |
| **Phone number** |  |
| **Mobile number** |  |
| **Fax** |  |
| **Email** |  |
| **Contact details of the first level controllers:**   * **name** * **institution** * **address** |  |
| **Please, give a brief but clear description of your city: geographic situation, number of inhabitants, socioeconomic situation, main attractors, etc., in order to introduce it to the network** |  |

|  |  |  |
| --- | --- | --- |
|  | Thematic questions |  |

**Topics to be highlighted** (you can list here your themes per priority by ranking them from **1 – most important** – to **7 – less important** – and filling the appropriate cases in):

* ** Capitalisation models and the role of coastal cities as sustainable management models**
* ** The role of the fishing community in dealing with plastic waste**
* ** The role of information, awareness and education of the population**
* ** Wastewater treatment systems**
* ** Municipal recycling and valorisation facilities**
* ** Cleaning and waste collection of the sea, water streams and shores**
* ** Other experiences related with plastic waste collection, recycling and valorisation (please, explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
|  | Competences |  |

|  |  |
| --- | --- |
| **Which are your organisation’s thematic competences and experiences relevant for the project?** |  |
| **Did you participate in URBACT before? If yes, with which role?** |  |
| **What are your relevant best practices related to the project topic that you would share with the partnership?**  *Concrete practices / projects / programmes implemented (or under planning) in the fields above (please share concrete examples with clear descriptions, pictures, videos, etc.)* |  |

|  |  |  |
| --- | --- | --- |
|  | Profile in relation with policy challenge to be addressed |  |

Please be as specific as possible and write at least **4-5 sentences** to each question.

|  |  |
| --- | --- |
| **What are the problems and local challenges faced by your city in relation to the selected topic?** |  |
| **What are the strategies, concepts and actions already implemented to tackle the policy challenge?** |  |
| **What is your experience in terms of working through transnational exchange in relation to the selected topic? Please also list your relevant previous EU funded projects in the following structure:**   * **Project title and acronym** * **funding programme** * **your role in the project**   *Special focus on transnational cooperation programmes and projects (URBACT, Central Europe, South East Europe, Interreg IVC, CBC Programmes, FP7, etc.)* |  |
| **What is your potential contribution and added value you can bring to the network activities and what do you expect from the network?** |  |
| **What could be the scope of the**  **Integrated Action Plan to be**  **developed by you in the framework of the network?**  *Please try to identify already a project area you wish to intervene* |  |
| **Please list your expected results beyond the production of the Integrated Action Plan (in terms of learning, capacity building, etc.).** |  |

|  |  |  |
| --- | --- | --- |
|  | Stakeholders / Targets groups |  |

|  |  |
| --- | --- |
| **Who are the most important players that could be invited as members of the Local Support Group that actively take part in exchanging and learning and then preparing the integrated local action plan?**  *Please describe here your approach to defining and setting up a Local Support Group in your city, preferably choosing stakeholders belonging to the “quintuple helix”: public and private spheres, cognitive institutions (school, training, research, university), organised civil society (clubs, associations, etc.), non-organised civil society (resource-people, activists, influencers, decision-makers, etc.)* |  |
| **From the actors listed above, with whom are you in contact already?** |  |

|  |  |  |
| --- | --- | --- |
|  | Budgetary questions |  |

Please note the following characteristic of the URBACT III Programme.

**Financing structure, reimbursement of costs, transfer of funds**

* A 70-85% of ERDF funding is ensured by the URBACT III Programme. Partners from ‘more developed’ regions shall be co-financed at up to 70% by ERDF; Partners from ‘less developed’ and ‘transition’ regions shall be co-financed at up to 85% by ERDF.
* The financial implementation requires the pre-financing of costs. Project partners are expected to finance their activities in line with the realization of project tasks, costs related are reimbursed afterwards based on a thoroughly regulated reporting and payment procedure.
* Activities and costs of partners have to be reported to the Programme on a six-monthly basis in the form of progress reports. Upon approval of progress reports, ERDF funds are transferred by the Programme to the Lead Partner and then further transferred to partners.
* The average time to make project costs reimbursed is between 9 and 12 months.

During the reporting period partners implement the project activities and directly pay the expenditures related to them.

By the end of the reporting period, partners report their expenditures to their national controller authority that validates the eligible expenditures. Partners have 3 months to report on national level.

The Lead Partner reports the expenditures validated by the national controllers to the URBACT Programme. In most cases the approval happens after one or two rounds of clarification.

After the approval of the project level report the Programme transfers the funds to the Lead Partner who transfers the validated amounts to the partners.

**Co-financing:**

Some countries provide further national co-financing besides the 85-70% ERDF funds. It varies from country to country, but in case your country does not provide national co-financing, the remaining 30-15% have to be ensured as own contribution by the partner organisation, e.g., in terms of internal staff costs and office and administration costs.

We suggest contacting your national contact point[[1]](#footnote-1) or attending the national info day to get more information about the national co-financing.

|  |  |  |
| --- | --- | --- |
|  | Financial capacity |  |

|  |  |
| --- | --- |
| **In light of the above-mentioned characteristics, does your organisation have the financial capacity to be a project partner?** |  |

**N.B.: Please, send back this questionnaire duly fulfilled within 7 days max from reception.**

**THANK YOU!**

1. more information: <http://urbact.eu/urbact-secretariat-organisation> [↑](#footnote-ref-1)