

Connecting cities
Building successes



**URBACT II OPERATIONAL PROGRAMME
(2007-2013)**

**DECLARATION OF INTEREST FOR THE CREATION OF
A PILOT TRANSFER NETWORK
UNDER THE DEDICATED URBACT II SPECIFIC CALL FOR PROPOSALS
(open 04 Oct 2013 – deadline for submission 04 Nov 2013)**

Short title of transfer network or acronym	
Lead Partner (<i>institution and country</i>)	
Contact person at the Lead partner	
Contact details	Email: Phone:

Form to be filled in in ENGLISH, signed and submitted to the URBACT Secretariat with all requested additional documents by **04 Nov 2013**:

- By email by 02.00 pm CET latest to the following address: r.barbato@urbact.eu

AND

- By registered mail, **postmarked no later than 04 Nov 2013**, to the following address:
URBACT Secretariat
5, rue Pleyel
93283 Saint Denis– France



TABLE OF CONTENTS

1. Partnership (min 3- max 5 cities from at least 3 different Member/ Partner States)	3
2. The practice to be transferred.....	3
2.1. Description of the practice that you wish to transfer	3
2.2. Evidence of results achieved	3
2.3. Existing documentation on practice proposed for transfer	4
2.4. Link to EU 2020 strategy.....	4
2.5. Opportunity for transfer.....	4
3. Information on the “giving city”	5
3.1. Motivation of the “giving city”	5
3.2. Involvement of the “giving city”	5
4. Information on the “recipient cities”	6
5. Work programme	8
6. Description of deliverables.....	8
7. Provisions in terms of project coordination at the Lead partner	8
8. Provisions in terms of expertise from programme envelope.....	9
9. Signature	9

1. Partnership (min 3- max 5 cities from at least 3 different Member/ Partner States)

	Name of partner institution	Type of institution	Convergence/ Competitiveness	Member/ Partner State	Region in which city is situated
LP					
PP 1					
PP 2					
PP 3					
PP 4					

2. The practice to be transferred

2.1. Description of the practice that you wish to transfer

What specific problem does/ did the practice address and what was the solution? What activities were undertaken, what players were involved? What were the costs of these activities and where did the funding come from? What outputs were delivered and what results were achieved? (2 pages max.)

2.2. Evidence of results achieved

How do we know that these results were achieved? At what level have the results been verified?

- Full and rigorous independent evaluation (e.g. including randomised control group)
- Independent evaluation, but less rigorous
- Recognised as good practice by peers and in publications/awards
- First results from monitoring but no formal evaluation
- No real evidence

Please describe (2 pages max).

2.3. Existing documentation on practice proposed for transfer

Has the practice been codified and fully described (e.g. manual for staff, full case study, case example in report)? Please indicate reference and describe.

2.4. Link to EU 2020 strategy

Which of the broad EU 2020 objectives does the practice fall under (smart, sustainable and inclusive growth)? Please explain.

2.5. Opportunity for transfer

What leads you to believe that this practice can be transferred? (e.g. it has been transferred already, the conditions for transfer are well understood, etc.)

3. Information on the “giving city”

3.1. Motivation of the “giving city”

What is the motivation of the “giving city” to be involved in a transnational network for the transfer of the good practice already implemented in their city? How will the city benefit from being involved in the pilot network (

3.2. Involvement of the “giving city”

What will be the active contribution of the “giving city” into the project? What commitment to transferring the practice does the “giving city” make? (e.g. hosting visits/ staff exchanges, online mentoring for receiving cities, etc.)

4. Information on the “recipient cities”

What is the motivation of the receiving cities to be involved in a transnational network for the transfer of the good practice? What is the local context, the challenge the city is trying to address through the transfer of the practice? What are the resources available for this experiment? How will the city ensure participatory approach throughout the transfer process?

Please copy and fill in the table for each receiving partner

	PARTNER 1	
1	Name of city	
2	Population of city administrative area	
3	Regional operational programme	
4	What is the motivation of the receiving partners?	
5	What is the need in their city that they think can be addressed by this new practice and why do they think this practice could be the answer?	
6	What resources can they mobilise for the transfer of the practice? (staff and financial)	
7	What potential is there to obtain future external funding to ensure sustainable transfer of the practice?	
8	Which stakeholders does the partner city plan to involve in a local support group to ensure participatory approach in the transfer?	
9	How will they work with these stakeholders?	
10	What activities will they	

	<p>develop at city level to support the transfer and how do these connect to the project level activities? (meetings of local support group, staff exchange to host city, meetings in host city). Please describe these over the 16 months foreseen for the project</p>	
11	<p>What is the anticipated result that will be achieved if the transfer is successful (the change in the future situation in the city that will arise out of the transfer)? How will this result be verified? (e.g. external evaluator)</p>	
12	<p>How will the city document the process of transfer and communicate it to other cities in the partnership and beyond? (e.g. blog, reports, video diary, etc.)</p>	

5. Work programme

Describe the activities foreseen to deliver the expected results (both in terms of actual transfer and learning). Please refer to the 3 main strands of activities outlined in the terms of reference of the Call (Transfer at local level, transnational exchange and learning at network level, communication and dissemination).

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Show as a Gantt chart style table in word (time along x axis activities in y axis)

6. Description of deliverables

Describe the expected deliverables. Please refer to the menu of deliverables outlined in the terms of reference of the Call for proposals.

Title	Description of deliverable	Quantity	Delivery time

7. Provisions in terms of project coordination at the Lead partner

Please outline the experience of the persons who will act as a project coordinator in the Lead partner's institution (esp. in terms of transnational exchange networking, transfer of practice, etc.).

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8. Provisions in terms of expertise from programme envelope

The programme will provide additional resources for expert support (up to 45.000 euros, i.e. 60 days of expertise, depending on the number of partners and on the network work plan). This envelope shall be used for a Lead expert and possible ad hoc/ thematic experts. These experts will have to be selected by the partners from the pool of validated experts available on the URBACT website (<http://urbact.eu/en/documents-and-resources/find-a-thematic-expert/>).

Please indicate the name of the experts you would suggest on this project, and the main tasks they would be responsible for.

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9. Signature

Name of the person responsible for the Lead partner city	
Function	
Signature	
Stamp	
Date	