

Connecting cities
Building successes



THE URBACT II PROGRAMME

2007 - 2013

PRACTICAL GUIDE TO PRESAGE

DOI

3RD CALL FOR PROPOSALS

OPEN 09 *DECEMBER* 2011- 15 *MARCH* 2012



FOREWORD

Purpose

The following document is a detailed practical guide to completing the URBACT II Declarations of Interest (Development Phase) for Thematic Networks in PRESAGE-CTE. PRESAGE-CTE is an on-line tool dedicated to the management and monitoring of European Territorial Co-operation Programmes, in particular the programme URBACT II. It allows you to complete all steps of your project, from the application to the final report including the accounting and certification of expenditure.

This practical guide explains what is expected from the applicant and indicates where further information can be found.

This practical guide for applicants should be used in conjunction with the URBACT II Operational Programme, the URBACT II Programme Manual, the Call for Proposals and the Guide to URBACT Thematic Networks available on the URBACT website.

The Operational Programme and the Programme Manual include, as an annex, a glossary of terms which may also assist in explaining some of the language used within the application form for the Declaration of Interest (DoI).

To assist you further, an example DoI is provided with this guide. We recommend you to build your project proposal using this example before you enter data in PRESAGE-CTE.

Procedure

This document will guide you through all the steps to be completed for the submission of your Declaration of Interest through PRESAGE-CTE. The procedure is structured along the following 3 steps:

A – CREATE YOUR ACCOUNT IN PRESAGE-CTE

B – CREATE YOUR PROJECT PROPOSAL

C – SUBMIT YOUR PROJECT PROPOSAL

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A – CREATE YOUR ACCOUNT

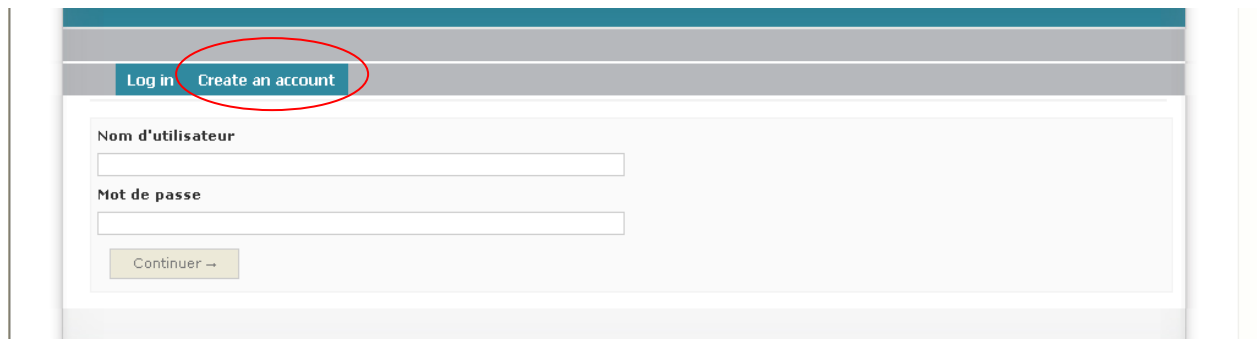
The first step to submit your project proposal through PRESAGE-CTE consists in creating your account, by choosing a log-in and password, which will allow you to enter the system and work on your Declaration of Interest during the submission period (09 December 2011 – 15 March 2012, 02.00 pm GMT).

Step 1. Connect to the PRESAGE-CTE website:

<https://urbact.presage-cte.org>

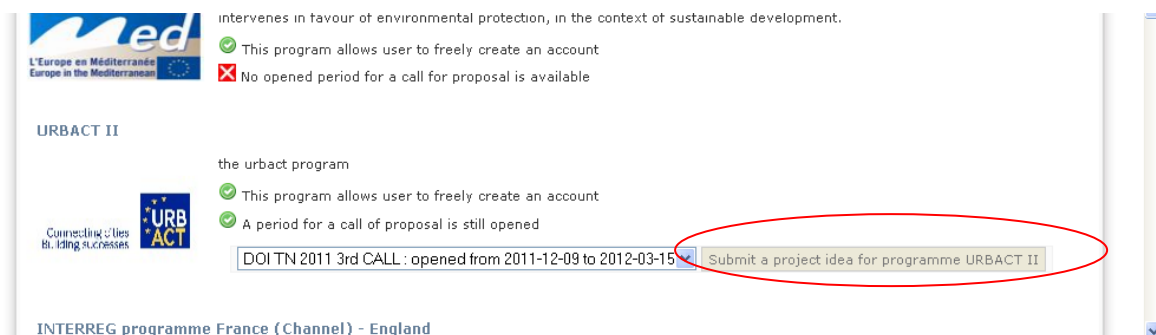
Step 2. “Create an account”

The following home-page will appear:



Click on create an account, on the top green bar.

The following screen should appear:



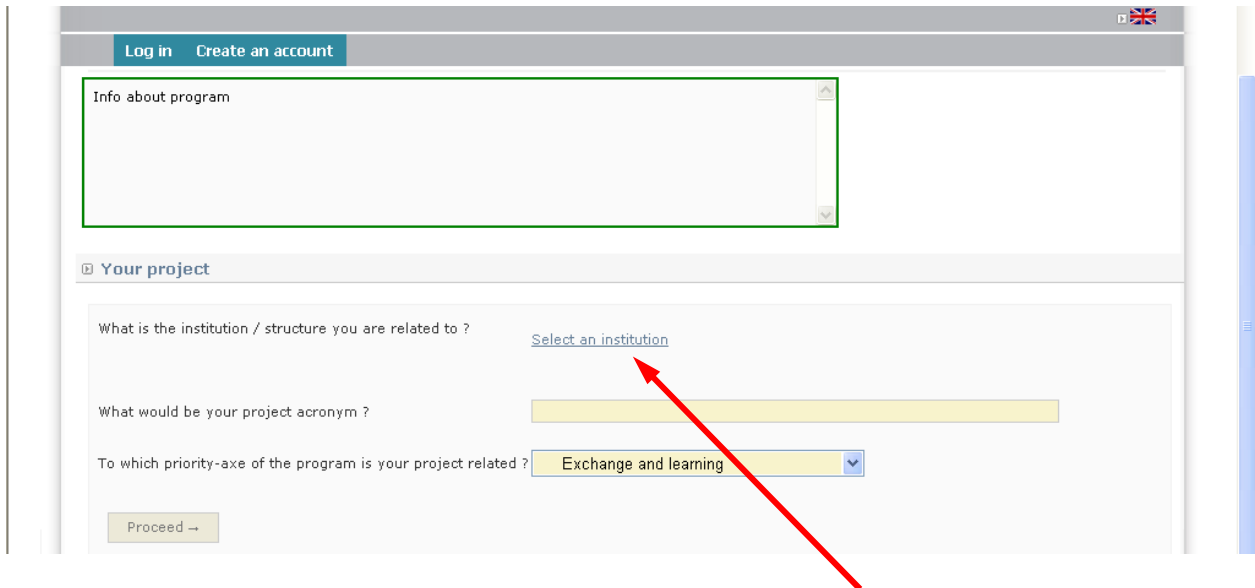
Under the 3rd call for proposals, you may submit a project proposal for a Thematic Network.

Please select the period opened from 2011/12/09 until 2012/03/15 for creation of Declaration of Interest "DoI TN 2011 3rd Call".

Then click on the button "Submit a project idea for programme URBACT II".

Step 3. "Submit a project proposal"

The following screen will appear:

The screenshot shows a web application interface. At the top, there are two buttons: "Log in" and "Create an account". Below this is a section titled "Info about program" which is currently empty. The main section is titled "Your project" and contains three questions: "What is the institution / structure you are related to ?" with a link "Select an institution", "What would be your project acronym ?" with an empty text input field, and "To which priority-axe of the program is your project related ?" with a dropdown menu showing "Exchange and learning". A "Proceed ->" button is at the bottom left. A red arrow points from the text below to the "Select an institution" link.

As a candidate Lead Partner, you are requested to provide information on your institution (country in which your institution is located, e.g. "United Kingdom" and name of institution, e.g. 'Basingstoke and Deane Borough Council").

Step 4. Select / Create an institution

Click on icon "Select an institution".

At this stage, there are 2 possibilities:

- your institution already exists in the system, and you have to select it in the list available
- your institution does not exist and you have to create it

Through the first drop down menu, select the country in which your institution is located, e.g. "UNITED KINGDOM".

Then select the NUTS 2 codification (corresponding to the "Provincies", "Regierungsbezirke", "Periferies", "Comunidades y ciudades autonomas", "Régions", "Regioni", "Länder" etc.), e.g. "Hampshire and Isle of Wight".

Further information about the NUTS (Nomenclature of Territorial Units for Statistics) codes is available on the European Commission > Eurostat website:

http://epp.eurostat.ec.europa.eu/portal/page/portal/nuts_nomenclature/introduction

A list of all existing institutions corresponding to the NUTS you have selected will appear in a table as follows:

Name	Validated	Country	Location	
Basingstoke and Deane Borough Council	✓	UNITED KINGDOM	Hampshire and Isle of Wight	Hampshire CC

a) If your institution appears in the table, click on the name of your institution.

Your institution has been selected.

b) If your institution does not appear in the list, click on "You can also submit an institution".

The following screen will appear:

Fill in the requested information:

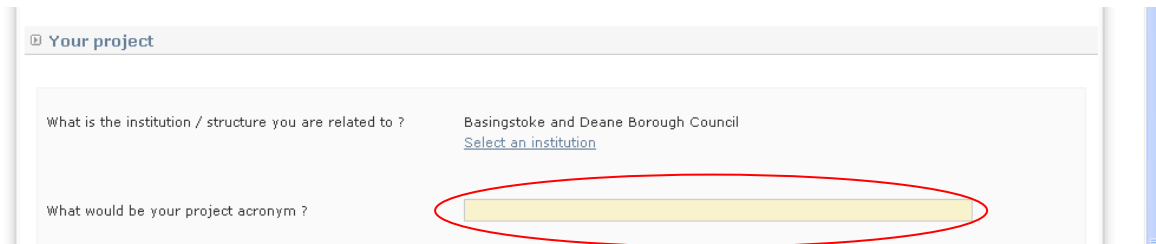
- name of the institution
- address
- postcode
- city
- country
- Nuts2 codification (corresponding to the "Provincies ", "Regierungsbezirke", "Periferias", "Comunidades y ciudades autonomas", "Régions", "Regioni", "Länder", etc.)

Click on "SAVE". Please make sure you click on the "SAVE" button in order to save your data in the system.

You will then return to the main page concerning the creation of your account.

Step 5. Enter the acronym of the project (20 characters maximum)

Each thematic network shall have an acronym that can be used for publicity purposes. For examples of previous projects, see the URBACT website.



The screenshot shows a web form titled "Your project". It contains two main input fields. The first field is labeled "What is the institution / structure you are related to ?" and contains the text "Basingstoke and Deane Borough Council" with a link "Select an institution" below it. The second field is labeled "What would be your project acronym ?" and is currently empty. This second field is highlighted with a red oval.

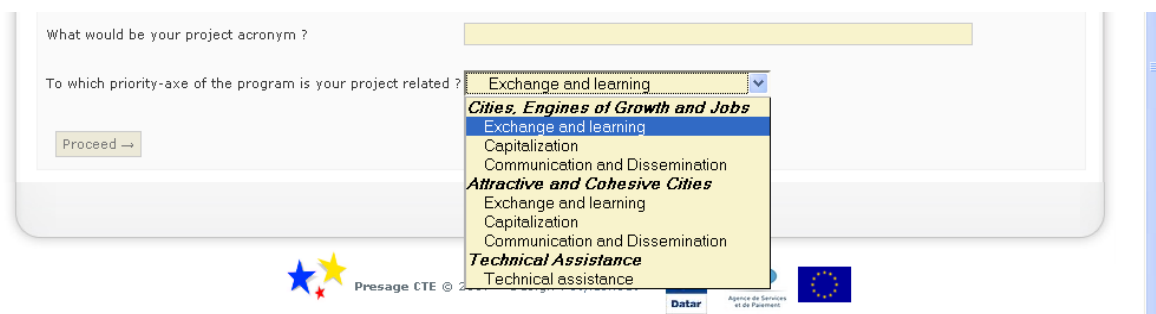
Step 6. Select the Priority Axe corresponding to your topic

The URBACT II programme is structured around 2 Priority Axes:

- **Priority Axe I – Cities, Engines of Growth and Jobs**
- **Priority Axe II – Attractive and Cohesive Cities**

You are required to select one of these which you consider best fits your project.

IN BOTH CASES, MAKE SURE THAT YOU SELECT THE 1ST TYPE OF OPERATION: "EXCHANGE AND LEARNING".

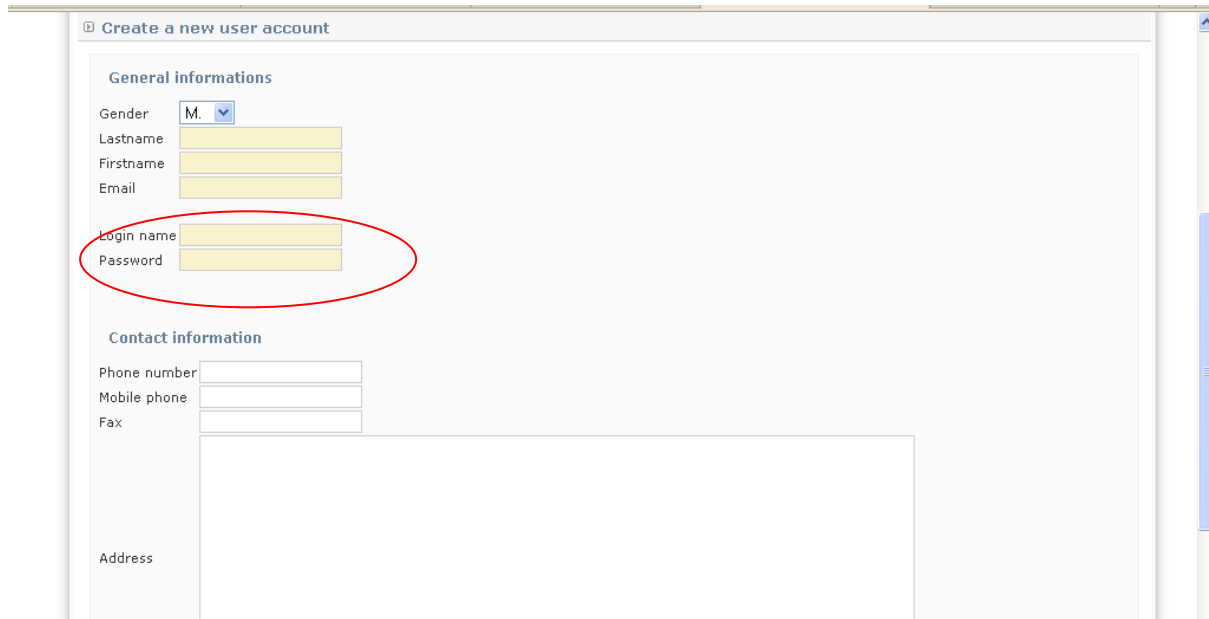


The screenshot shows the same form as in Step 5, but now with a dropdown menu open for the question "To which priority-axe of the program is your project related ?". The dropdown menu lists several options: "Exchange and learning", "Cities, Engines of Growth and Jobs", "Exchange and learning", "Capitalization", "Communication and Dissemination", "Attractive and Cohesive Cities", "Exchange and learning", "Capitalization", "Communication and Dissemination", "Technical Assistance", and "Technical assistance". The "Exchange and learning" option is currently selected. A "Proceed →" button is visible to the left of the dropdown menu. At the bottom of the page, there are logos for "Presage CTE", "Datar", "Agence de Services et de Paiement", and the European Union flag.

Click on "PROCEED" to save data.

Step 7. Complete your profile

A new screen will appear where you will be asked to fill in general information related to your profile (Last name, First name, Email address, etc.).



The screenshot shows a web form titled "Create a new user account". It is divided into two main sections: "General informations" and "Contact information".

General informations:

- Gender: A dropdown menu with "M." selected.
- Lastname: A text input field.
- Firstname: A text input field.
- Email: A text input field.
- Login name: A text input field, circled in red.
- Password: A text input field, circled in red.

Contact information:

- Phone number: A text input field.
- Mobile phone: A text input field.
- Fax: A text input field.
- Address: A large text area for entering the address.

In order to create your user account, fill in all sections (general and contact information) and create your login and password.

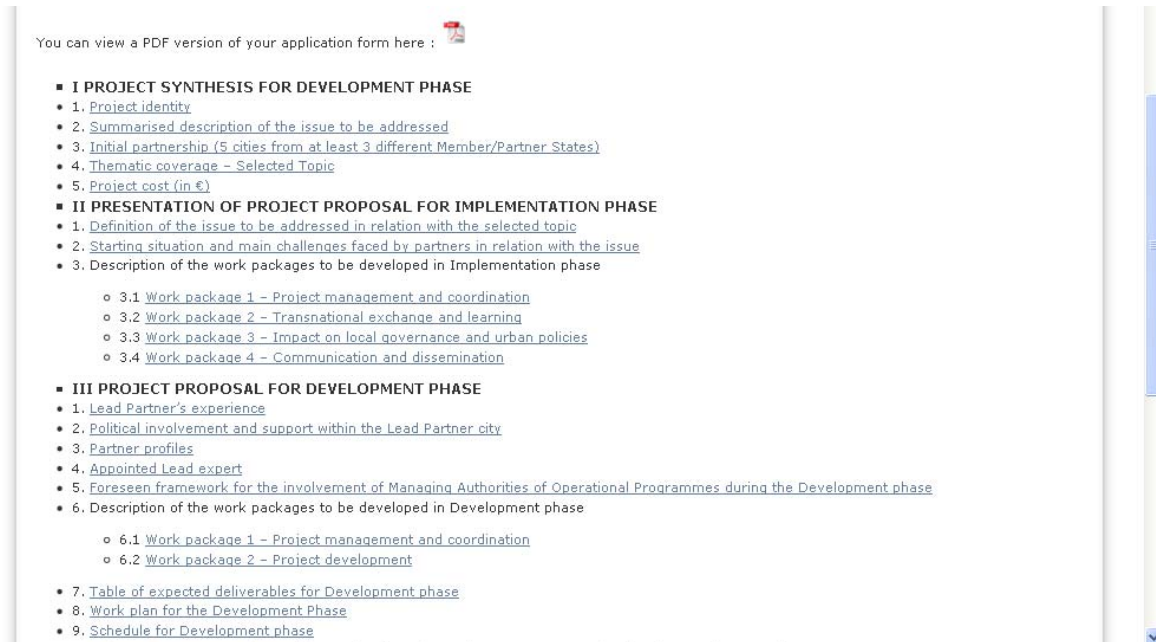
Click on the "SAVE" button.

Your account has been created!

Once this stage has been completed, please note that you can log in and out whenever you want (during the period opened for the call, from **09 December 2011 until 15 March 2012, 02.00 pm GMT) using the LOGIN and PASSWORD you have introduced in PRESAGE-CTE.**

B - ENTER YOUR DECLARATION OF INTEREST IN PRESAGE CTE

Once you log in, the project home-page should appear, displaying the table of content of the Declaration of Interest. The general index appears as follows:



The Declaration of Interest is composed of 6 main sections:

- I. Project synthesis for Development phase
- II. Presentation of project proposal for Implementation phase
- III. Project proposal for Development Phase
- IV. Budget for Development Phase
- V. Detailed information on the Lead Partner and Project Partners
- VI. Signature

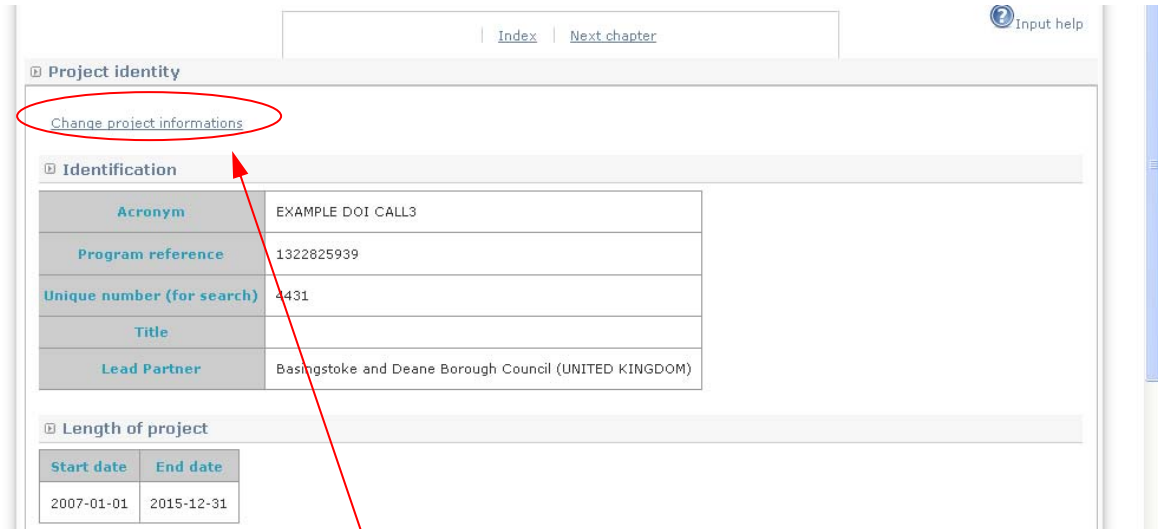
NOTA BENE:

- We strongly advise to follow the order of the sections and complete information in each section before going to the following one. As you will see, some sections will be pre-filled based on information you will have provided in previous sections.
- Only for some chapters, will you be asked to follow the horizontal menu (such as in the case of “1.3 Initial partnership” and “III.8 Work plan for the Development phase”).
- You shall fill in all the information required in each single chapter. If you are not sure about the information to provide, please do not hesitate to contact the URBACT Secretariat:
 - Raffaele Barbato, Project officer, r.barbato@urbact.eu, tel: +33 (0)1 49 17 47 52
 - Celine Ethuin, Financial officer, c.ethuin@urbact.eu, tel: +33 (0)1 49 17 47 08
- Finally, please remember to click on the button “**SAVE**” after having filled in each section. This is important to ensure that data will be saved!

I. Project synthesis for Development phase

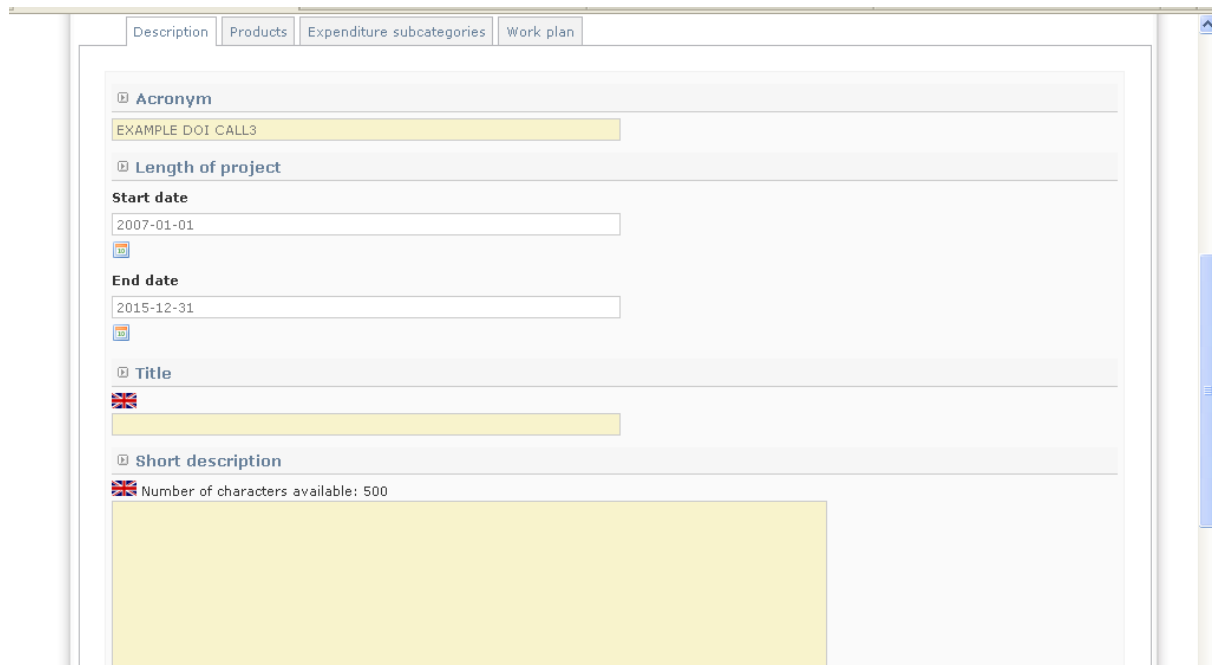
I.1. Project identity

Clicking on “Project identity”, you will get into the following screen:



In order to enter information related to your project, please click on the link “Change project information”.



The following screen will appear:



The information to be provided is the following:

- **Acronym** (*max. 20 characters*): already filled in with information you have provided when creating your account
- **Start / End Date**: For the development phase
 - start date will be: **01 May 2012**
 - end date will be: **31 October 2012** (start date +6 months for Thematic Networks)

Click on the calendar to change the dates which are automatically pre-filled with dates for the whole duration of the Programme (2007 - 2015).

- **Project title**: Each Thematic Network shall have a full project title
- **Short Description**: This short description of the project will be used in URBACT II publicity material and on the website so should focus on the main objective and main issue to be addressed by the project and indicate the expected results. Each response should clearly state how the project aims to meet the main aims of the URBACT II programme. This section should not exceed 500 characters
- **Reference language**: make sure that you select the British flag.
Click on  

N.B.:

For this section, we advise you to not follow the horizontal menu on the top of the page. The sections included in the horizontal menu (Products, Expenditure subcategories, work plan...) shall be filled later on in the application procedure.

When all fields of this screen are filled in, click on the button “SAVE” at the bottom of the screen.

The project information has been saved.

The following screen should appear:

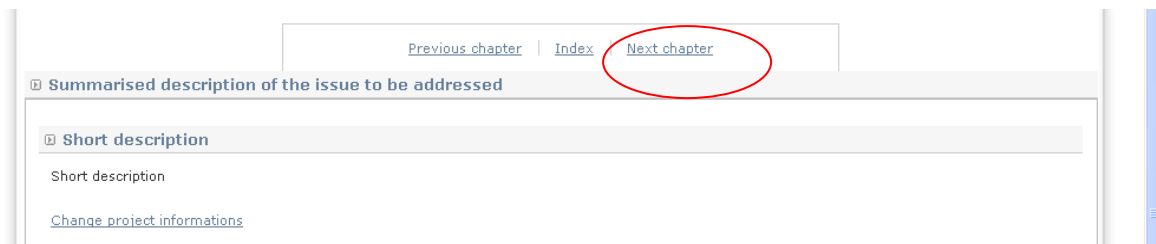
- I PROJECT SYNTHESIS FOR DEVELOPMENT PHASE
 - 1. [Project identity](#)
 - 2. [Summarized description of the issue to be addressed](#)
 - 3. [Initial partnership \(5 cities from at least 3 different Member/Partner States\)](#)
 - 4. [Thematic coverage – Selected Topic](#)
 - 5. [Project cost \(in €\)](#)
- II PRESENTATION OF PROJECT PROPOSAL FOR IMPLEMENTATION PHASE
 - 1. [Definition of the issue to be addressed in relation with the selected topic](#)
 - 2. [Starting situation and main challenges faced by the 5 initial partners in relation with the issue](#)
 - 3. [Description of the work packages to be developed in Implementation phase](#)
 - 3.1 [Work package 1 – Project management and coordination](#)
 - 3.2 [Work package 2 – Transnational exchange and learning](#)
 - 3.3 [Work package 3 – Impact on local governance and urban policies](#)
 - 3.4 [Work package 4 – Communication and dissemination](#)
- III PROJECT PROPOSAL FOR DEVELOPMENT PHASE
 - 1. [Lead Partner's experience](#)
 - 2. [Political involvement and support within the Lead Partner city](#)
 - 3. [Partner profiles](#)
 - 4. [Appointed Lead expert](#)
 - 5. [Foreseen framework for the involvement of Managing Authorities of Operational Programmes in the project](#)
 - 6. [Description of the work packages to be developed in Development phase](#)
 - 6.1 [Work package 1 – Project management and coordination](#)
 - 6.2 [Work package 2 – Project development](#)
 - 7. [Table of expected deliverables for Development phase](#)
 - 8. [Work plan for the Development Phase](#)
 - 9. [Schedule for Development phase](#)
- IV BUDGET FOR DEVELOPMENT PHASE
 - 1. [Financial contribution by partner and source](#)

I.2 Summarized description of the issue to be addressed

Clicking on “Summarized description of the issue to be addressed”, nothing must be done in this section. This chapter will be filled in automatically on the basis of the short description uploaded in the previous section.

If you want to modify your description of the project you can still change: click on “Change project information”.

Then click on the button “next chapter”:



The following screen will appear:



I.3 Initial partnership (5 cities from at least 3 different Member/Partner States)

In this section, you will enter data related to your partnership at the stage of the Declaration of Interest. At this stage, partnerships should be built respecting a number of principles that also stand as eligibility criteria (See sections 2.3 and 2.4 as well as Annex 1 of the Call for Proposals). Please make sure you respect these criteria:

- DoI partnership for Thematic Networks: 5 cities
- Partnerships should be balanced between Competitiveness and Convergence partners. The balance is set at:
 - * 50% + 1 in the case of an uneven number of partner i.e. for Thematic Networks (2 partners from Convergence regions and 3 partners from Competitiveness regions, OR vice-versa)
 - * Candidate partners from Norway or Switzerland will not be taken into consideration when checking this balance.

In this section, you will practically have to:

1. Complete general information for the Lead partner's institution
2. Enter data for all other candidate partners for DoI stage

I.3.1. Complete data for the Lead Partner

Since the Lead Partner's institution has already been created when you created your account, it will appear in the following screen. Nevertheless you have to complete the information concerning the Lead Partner's outline.

To do so, please click on the lead partner institution's link, e.g. "Basingstoke and Deane Borough Council".



Previous chapter | Index | Next chapter

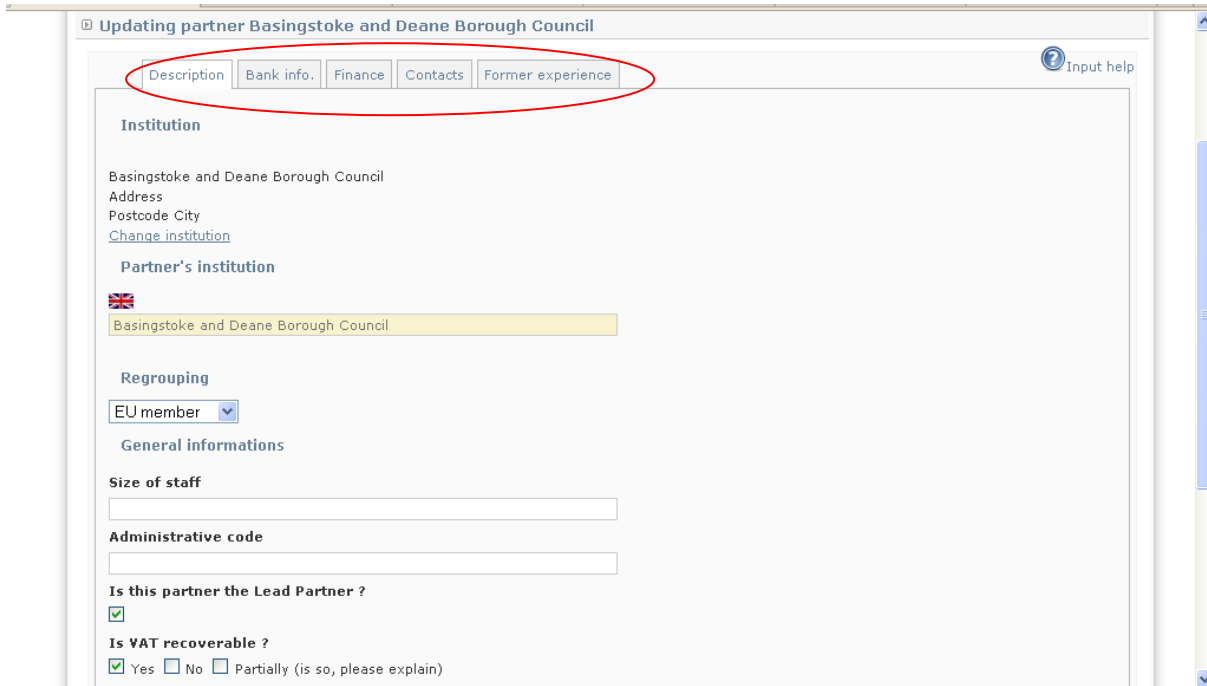
Initial partnership (5 cities from at least 3 different Member/Partner States)

Project partner list

	Partner Institution	Type of institution	Convergence / Competitiveness	Country	Area
 	Basingstoke and Deane Borough Council		UNITED KINGDOM	Hampshire and Isle of Wight	

[Add partner](#)

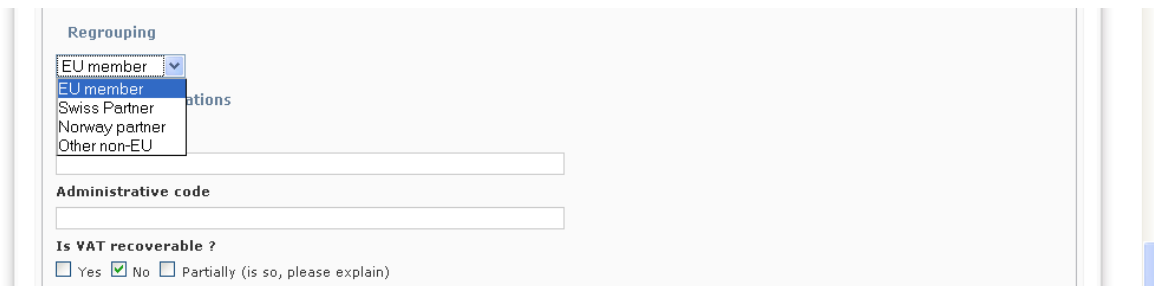
The following screen will appear:



You have to complete data for all sections displayed in the horizontal menu:

Description

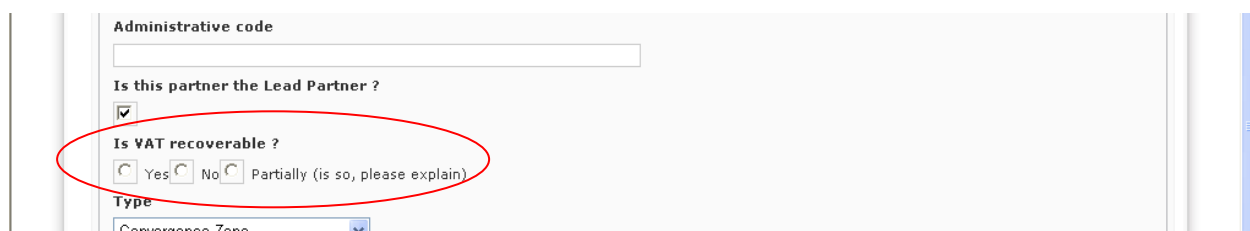
- Name and partner's institution: already pre-filled.
- Regrouping: pre-filled with "EU Member". If a Lead Partner from Norway or Switzerland please select "Swiss Partner" or "Norway Partner".



- "Size of staff" and "administrative code": no need to be filled in, please ignore.
- Value Added Tax (VAT): It is important to know if the institution is VAT refunded.

In this section, the partner is required to state if the institution can recover VAT or not or partially.

- a) If you mention that VAT is recoverable that would mean that the institution can recover VAT. In this case the VAT cannot be considered eligible and the expenditure declared in PRESAGE-CTE must be VAT excluded.
- b) If you mention that VAT is considered as non-recoverable that would mean that the institution can declare the expenditure in PRESAGE-CTE VAT included.
- c) If the VAT is partially recoverable by the institution, please explain. For instance it may happen that your city can recover VAT in part only for capital projects, housing or infrastructure projects roads etc. but the city cannot recover VAT for any other expenditure i.e. travel, purchasable of consumables, etc. In that case distinguish between all the items of expenditure relating to URBACT whether VAT is refunded at local/national level or not. Where recoverable outside of the Programme the VAT is not ERDF eligible and the expenditure claimed in PRESAGE-CTE must be VAT excluded.

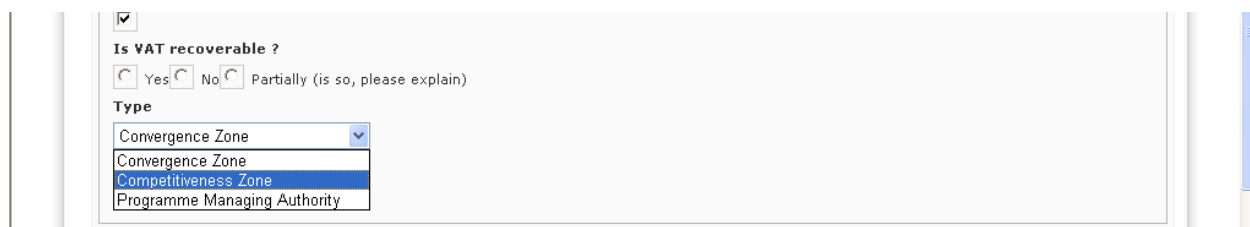


The screenshot shows a web form with the following fields:

- Administrative code: [text input]
- Is this partner the Lead Partner?:
- Is VAT recoverable?: Yes No Partially (is so, please explain)
- Type: [dropdown menu showing 'Convergence Zone']

- Type "Convergence/ Competitiveness":

Here you need to select if the institution is located in a convergence or competitiveness region.



The screenshot shows a close-up of the 'Type' dropdown menu with the following options:

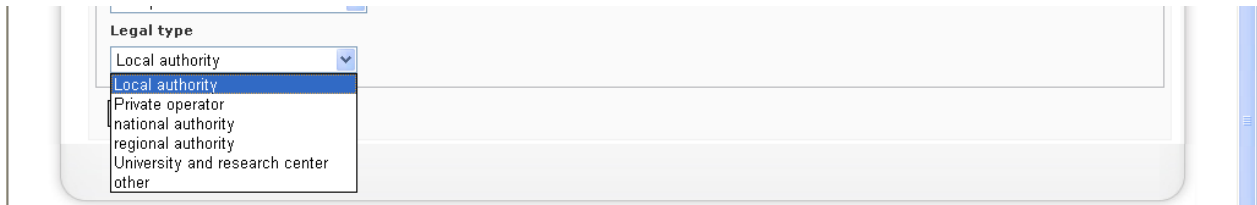
- Convergence Zone
- Convergence Zone
- Competitiveness Zone (highlighted)
- Programme Managing Authority

For the detailed map of eligible areas under the Convergence and Competitiveness Objectives please refer to:

http://ec.europa.eu/regional_policy/atlas2007/index_en.htm

- Legal type: you must indicate the legal type of your institution

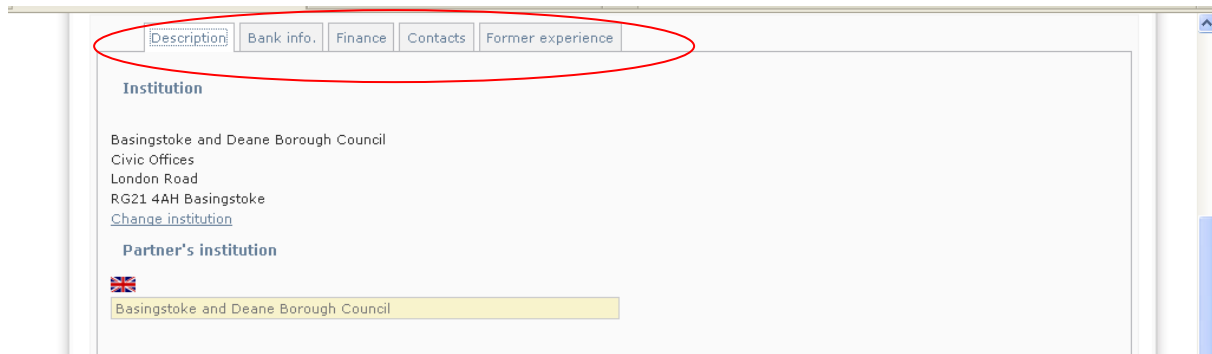
Given that at the stage of Development Phase 5 cities (including the Lead Partner) shall compose the initial partnership, you must compulsorily choose “local authority” as legal type.



A screenshot of a web form showing a dropdown menu for 'Legal type'. The menu is open, displaying several options: 'Local authority' (which is highlighted in blue), 'Private operator', 'national authority', 'regional authority', 'University and research center', and 'other'. The 'Local authority' option is selected.

THEN CLICK ON THE BUTTON “**SAVE**” AT THE BOTTOM OF THE PAGE. You will come back to the horizontal menu about description of the Lead Partner’s institution.


Then continue to provide information concerning the Lead Partner, in the sections following the horizontal menu, starting with “Bank info”:



A screenshot of a web form showing a horizontal menu with five tabs: 'Description', 'Bank info.', 'Finance', 'Contacts', and 'Former experience'. The 'Bank info.' tab is selected and highlighted with a red oval. Below the menu, the 'Institution' section is visible, showing the text 'Basingstoke and Deane Borough Council' and 'Civic Offices'.

Bank information

Please fill in all the required fields specifying the bank account details of the Lead Partner. When, in a second stage, you will create the other project partners, you are free to decide if it is useful, for internal needs, to insert your partners’ bank account details in PRESAGE-CTE or not.



A screenshot of a web form showing the 'Bank info.' section. The horizontal menu at the top has 'Bank info.' selected. Below the menu, there are three input fields: 'Bank name' (a single-line text box), 'Address' (a large multi-line text area), and 'Account number' (a single-line text box).

The section “bank information” is compulsory for the Lead Partner but not for the other partners.

Then **click on the button “Save”** at the bottom of the page. You will come back to the horizontal menu about description of the Lead Partner’s institution.

Then go on with providing information concerning the Lead Partner, following sections of the horizontal menu, continuing with “Finance”:

Finance

Please be aware that the budget of the Declaration of Interest shall concern only the Development phase (phase I).

Applicants are invited to read carefully the Programme Manual (especially Fact sheets 2a and 6b) for all the cost categories and details on budgetary issues in URBACT II.

You can see further details about budgetary elements for Development phase in section 4.3 of the Guide to URBACT Thematic Networks.

The maximum eligible budget for Development phase shall be 100.000 € for Thematic networks under 3rd Call.

Thematic networks are co-financed by the European Regional Development Fund (ERDF) and national contributions.

In this section you have to enter the financial contributions of the Lead Partner (both the ERDF and the local/regional/national contributions).

Partner financial contribution must be entered into the table below

Declare financing plan on this fund:
ERDF


Financing source	Title or name of cofinancor	Amount	in cash	in kind	%
ERDF		+			0.00 %
National contributions to ERDF	EX ANTE	+			0.00 %
	State	+			0.00 %
	Region	+			0.00 %
	Local	+			0.00 %
	Other public financing	+			0.00 %
	Private	+			0.00 %

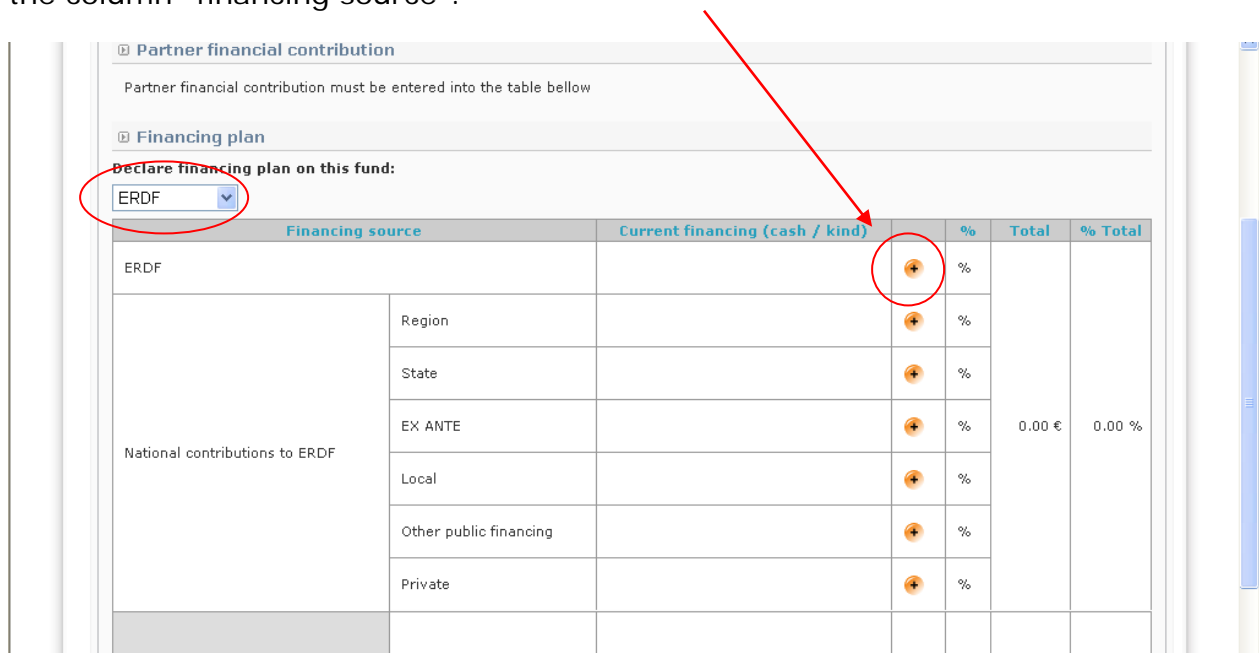
(a) ERDF

The first information concerns the ERDF intervention rate on the basis of the different co-financing rates for the single partners:

- The partners from the Convergence or phasing-out regions shall be co-financed at up to 80% by ERDF.
- The partners from the Competitiveness or phasing-in regions shall be co-financed at up to 70% by ERDF.
- Partners from Norway shall be co-financed at up to 50% by Norwegian national funds.

Partners from Switzerland shall be co-financed at up to 50% by Swiss national funds.

To enter the ERDF, please click on the button “ERDF”  in the corresponding line of the column “financing source”:










Partner financial contribution

Partner financial contribution must be entered into the table below

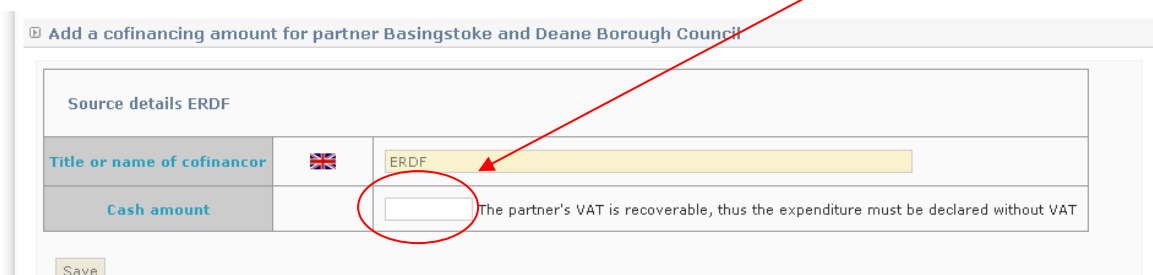
Financing plan

Declare financing plan on this fund:

ERDF


Financing source		Current financing (cash / kind)	%	Total	% Total
ERDF					
National contributions to ERDF	Region				
	State				
	EX ANTE				0.00 € 0.00 %
	Local				
	Other public financing				
	Private				

Here you shall enter the ERDF funding of the Lead Partner.



Add a cofinancing amount for partner Basingstoke and Deane Borough Council

Source details ERDF

Title or name of cofinancier		ERDF
Cash amount		<input type="text"/>

The partner's VAT is recoverable, thus the expenditure must be declared without VAT

Save

Then click on "SAVE".

(b) National contributions to ERDF or Swiss/Norwegian funds

The second information concerns the public co-financing of EU partners, which is the contribution stated in the letter of commitment of each EU partner.

Projects are co-funded by the ERDF. The remaining budget not covered by the ERDF has to be covered by each project participant.

This contribution can come from a local, regional or national source. In most cases this co-financing is from a local source. If you have any doubts or questions, the URBACT Secretariat can try to guide you on this matter.

Please insert the financial contribution in the line related to the source of the contribution (e.g. State, Region, Local, Others).

ATTENTION! EX ANTE and private contributions are not applicable.

To enter the contributions, please click on one of these buttons below:


Financing source		Title or name of cofinancing	Amount	in cash	in kind	%
ERDF			26,250.00 €	26,250.00 €		100.00 %
National contributions to ERDF	EX ANTE					0.00 %
	State					0.00 %
	Region					0.00 %
	Local					0.00 %
	Other public financing					0.00 %
	Private					0.00 %
				0.00		

The section concerning national contributions to ERDF will ask you to specify some detailed information:


Partner's co-financing

Check this box if the co-financing comes from the partner's internal financial resources

Source details Local

Title or name of cofinancor		
Cash amount		<input type="text"/> The partner's VAT is recoverable, thus the expenditure must be declared without VAT
Kind amount		<input type="text"/>

Intention document

Intention date		<input type="text"/>
Title of the reference document of the intention		<input type="text"/>

Firstly tick the box "Check this box if this contribution comes from the partner's internal financial resources".

Partner's co-financing


Check this box if the co-financing comes from the partner's internal financial resources

Automatically, the name of your institution will appear in the yellow field.

Partner's co-financing


Check this box if the co-financing comes from the partner's internal financial resources

Source details Local

Title or name of cofinancor		Basingstoke and Deane Borough Council
-----------------------------	---	---------------------------------------

Secondly, you have to insert the regional/national/local/other public/private contribution's amount. Please specify how much of your contribution will be in cash and how much will be in kind. As specified in the URBACT II Programme manual (paragraph 4.2.1 of fact-sheet 6b) "staff costs are considered as a cash contribution (and not in-kind contribution) as they are actually paid by the partner institution." This means that:

- Contribution in cash must be indicated in the box "cash amount".
- If contribution in staff is also foreseen, this must be added to the amount in cash that will be indicated, as a whole, in the box "cash amount".
- Contribution in kind (such as provision of land or real estate, equipment or raw materials, research or professional work or unpaid voluntary work, according to Article 51 of Regulation (EC) 1828/2006) must be indicated in the box "in kind amount".





Source details Local		
Title or name of cofinancor		Basingstoke and Deane Borough Council
Cash amount		11250 The partner's VAT is recoverable, thus the expenditure must be declared without VAT
Kind amount		


In box "cash amount", a comment shall appear based on the VAT status as indicated in the description of the partner's institution (see section I.3.1 above):

- either "The partner's VAT is not recoverable, thus the expenditure can be declared with VAT included"
- or "The partner's VAT is recoverable, thus the expenditure must be declared without VAT".

Please check that the information about VAT status provided is correct. If not please go back in Presage-CTE to section I.3 – tab Description for the Lead Partner – of the DoI and change where appropriate.

Finally, the section concerning financial contributions will ask you to specify some detailed information:

Intention document		
Intention date		2012-02-28 
Title of the reference document of the intention		about the letter of commitment, e.g. protocol number, signing person, etc
legal basis document		
Engagement date		2012-01-27 
Title of the reference document of the engagement		report the information al... and referenc



- Intention document: "intention date" is the date of the letter of commitment. Once you select the date from the calendar, you are asked to add also some text (e.g. for the letter of commitment it should be the protocol number, signing person, etc.).
- Legal basis document: "engagement date" is the date of the legal basis for decision of funding. Once you select the date from the calendar, you are asked to add also some text (e.g. for the legal basis for decision of funding you should report the information about the decision of funding e.g. date and reference of the deliberation of the local council meeting).

Once completed, **do not forget to click on "SAVE"** at the bottom of the screen.

The budget of the Lead Partner will look like this:

Financing source		Title or name of cofinancor	Amount	in cash	in kind	%	
ERDF		ERDF	26,250.00 €	26,250.00 €		70.00 %	
National contributions to ERDF	EX ANTE					0.00 %	
	State					0.00 %	
	Region					0.00 %	
	Local		Basingstoke and Deane Borough Council	11,250.00 €	11,250.00 €	0.00 €	30.00 %
		<i>Total Local</i>		11,250.00 €	11,250.00 €	0.00 €	30.00 %
	Other public financing					0.00 %	
	Private					0.00 %	
<i>Total National contributions to ERDF</i>			11,250.00 €	11,250.00 €	0.00 €	30.00 %	
Total eligible budget			37,500.00 €	37,500.00 €	0.00 €	100.00 %	

ATTENTION! Please check that the ERDF intervention rate does not exceed maximum 70% for cities from the Competitiveness or phasing-in regions and maximum 80% for cities from the Convergence or phasing-out regions.

If the % is over the maximum ERDF intervention rate, click on the corresponding link "ERDF" and "local" – please be careful to not select the dustbin – and make the changes according to the maximum ERDF / local co-financing rates.

Contact

Select "add a contact" and fill in the table. In the first field, please select the type of contact from the menu (e.g. Lead Partner responsible, finance officer, communication officer, etc.). After having filled in all information of your first contact person, you click on "save" and you can insert the information of a second contact person, etc.

In this section, you also have to insert the contact details of the First level controller (see Programme Manual, section 2 of the Fact Sheet 6c - Financial management and control and Description of First Level Control systems published with the call).

For example, if you are creating the Lead Partner, these could be the related contacts:

Contact 1: Lead Partner responsible

Contact 2: Project coordinator

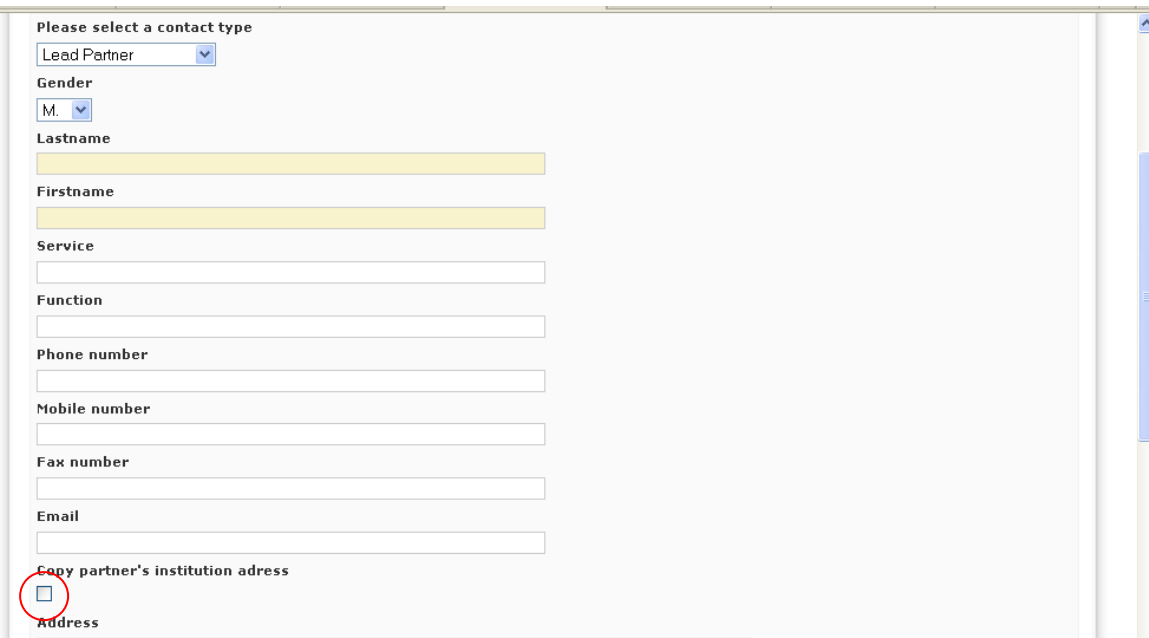
Contact 3: Finance officer

Contact 4: Communication officer

Contact 5: First level controller

Contact 6: Managing Authority of Operational Programmes

Etc.



The screenshot shows a web form titled "Please select a contact type". The form contains the following fields and options:

- Please select a contact type:** A dropdown menu with "Lead Partner" selected.
- Gender:** A dropdown menu with "M." selected.
- Lastname:** A text input field.
- Firstname:** A text input field.
- Service:** A text input field.
- Function:** A text input field.
- Phone number:** A text input field.
- Mobile number:** A text input field.
- Fax number:** A text input field.
- Email:** A text input field.
- Copy partner's institution address:** A checkbox, which is circled in red in the image.
- Address:** A text input field, partially visible at the bottom.

If the address of the contact person you are creating is the same than the address indicated for the Lead partner's institution, select the box "copy partner's institution address". The address will be automatically duplicated. Otherwise complete with the relevant address.

Former experience

Please ignore this section of the horizontal menu. That information was required for the previous calls but is no longer required under the present call.

Information about the project Lead Partner/Partner profiles will have to be provided later – see section III.3 of the Declaration of Interest in Presage-CTE and of the present Guide.

Once you have completed this last section, **click on “SAVE”**.

1.3.2. Enter data relating to your partners

In order to include your project’s partners, **the first step consists in creating / selecting an institution.**

Please click on “Add Partner”:

The screenshot shows a table titled "Project partner list" with the following columns: Partner Institution, Type of institution, Convergence / Competitiveness, Country, and Area. A single row is visible with the following data: Partner Institution: Basingstoke and Deane Borough Council; Type of institution: Local authority; Convergence / Competitiveness: Competitiveness Zone; Country: UNITED KINGDOM; Area: Hampshire and Isle of Wight. Below the table, there is a button labeled "Add partner" which is circled in red.

As for the Lead Partner, some partner institutions already exist in the system (e.g. if your partner is already partner in a project approved under the first or second call for proposals).

If the institution is not in the list, please click on “Change institution”, please refer to – B – ENTER YOUR DECLARATION OF INTEREST IN PRESAGE CTE – Section 1.3 Partnership “1.3.1.Complete data for the Lead Partner”.

Once your partner is created, you shall fill in, as for the Lead Partner, all the different sections following the horizontal menu for each partner. Please refer to – B – ENTER YOUR DECLARATION OF INTEREST IN PRESAGE CTE – Section 1.3 Partnership “1.3.1.Complete data for the Lead Partner”.

ATTENTION! If you have partners from Norway or Switzerland please note the following points:

- Regrouping: pre-filled with “EU Member”. If a partner from Norway or Switzerland please select “Swiss Partner” or “Norway Partner”.

The screenshot shows the "Regrouping" section of a form. It features a dropdown menu with the following options: EU member, EU member, Swiss Partner, Norway partner, and Other non-EU. Below the dropdown is a text input field. Further down, there is a section for "Administrative code" with another text input field. At the bottom, there is a question "Is VAT recoverable ?" with three radio button options: Yes, No (which is selected), and Partially (is so, please explain).

PLEASE CLICK ON “SAVE”. You will come back to the horizontal menu about description of the Partner’s institution.

- Finance: If your project involves Swiss and/or Norwegian partners, please remember that they are not funded by ERDF but by respective national funds.

Please choose the correct national fund here:

Financing plan

Declare financing plan on this fund:

Swiss Fund

Financing source	Title or name of cofinancier	Amount	in cash	in kind	%
------------------	------------------------------	--------	---------	---------	---

DO NOT FORGET TO “SAVE” AFTER HAVING COMPLETED THE INFORMATION IN EACH SECTION OF THE HORIZONTAL MENU.

You shall repeat the whole process for all the partners involved in the Declaration of Interest.

The partnership of the project will look like this:

Previous chapter | **Next chapter** | Input help

Initial partnership (5 cities from at least 3 different Member/Partner States)

Project partner list

Partner Institution	Type of institution	Convergence / Competitiveness	Country	Area
Basingstoke and Deane Borough Council	Local authority	Competitiveness Zone	UNITED KINGDOM	Hampshire and Isle of Wight
Municipality of Dve Mogili	Local authority	Convergence Zone	BULGARIA	Severen tsentralen
City of Sonderborg	Local authority	Competitiveness Zone	DENMARK	Danmark
City of Jõhvi	Local authority	Convergence Zone	ESTONIA	Eesti
City of Covilha	Local authority	Convergence Zone	PORTUGAL	Centro (P)

Add partner

Click on the button “Next chapter”.

I.4. Thematic coverage – Selected topic

The following screen will appear:

Each project is requested to address ONE of the 8 topics defined for this call for proposals.

Due to the very nature of integrated policies, projects are invited to explore more than one of the URBACT II topics. It is expected that the topic chosen will be the main entry point into the network while allowing partners to explore connections with other topics. For further information, please refer to the Call for Proposals, Section 1.1 - Thematic Coverage.

Select the topic to be addressed by your project.

Click on the button “SAVE”. Going back to the table of content of the Declaration of Interest, click on the next section “Project cost”.

I.5. Project cost (in €)

This section will be automatically filled in once you will have completed sections I.3.1 and I.3.2 above: you do not need to enter any information here.

ERDF		Swiss Fund		Norway Fund		Other Financing	Total budget
ERDF	Public total financemnt	Swiss Fund	Public total financemnt	Norway Fund	Public total financemnt		
74,687.50 €	25,312.50 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	100,000.00 €

Click on “next chapter” to go to the following section.

II. Presentation of project proposal for Implementation phase

This section of the Declaration of Interest form is critical for the External Assessment Panel when assessing the relevance and quality of your proposed Thematic Network. Please refer to the assessment criteria (Call for Proposals – Annex 2) when completing the form and try to be as clear, concise and structured as possible.

ATTENTION! THE FOLLOWING 3 SECTIONS CONCERN THE WHOLE THEMATIC NETWORK PROJECT OVER THE LIFETIME PHASE I AND PHASE II.

II.1. Definition of the issue to be addressed in relation with the selected topic

In the section “Definition of the issue to be addressed in relation with the selected topic” the following screen will appear:



The screenshot shows a web interface for a form. At the top, there are navigation links: [Previous chapter](#), [Index](#), and [Next chapter](#). On the right, there is a logo for 'input neip'. The main heading of the form is 'Definition of the issue to be addressed in relation with the selected topic'. Below this, the form is labeled 'Plain text'. There is a small flag icon (United Kingdom) in the top left corner of the text area. The text area itself is a large, empty rectangular box. At the bottom left of the form, there is a 'Save' button. A vertical scrollbar is visible on the right side of the form.

Candidates have been requested to select one out of the 8 topics defined for this call for proposals. In this section, candidates are invited to define the issue partners intend to work on, in relation with the selected topic.

Fill in the section with free text and **click on “SAVE”**.

Going back to the table of content of the Declaration of Interest, click on the following section.

II.2. Starting situation and main challenges faced by the 5 initial partners in relation with the issue

For each proposal, it is required to outline in detail the current situation within the partners concerning the selected topic. Evidence should be provided that the challenges to be addressed are relevant for all partners. This should include a short summary of the main challenges faced by the partners with regard to the issue or policy field concerned.

Fill in the chapter and **click on “SAVE”**.

Going back to the table of content of the Declaration of Interest, click on the section “Description of the work packages to be developed in Implementation phase”.

II.3. Description of the work packages to be developed in Implementation phase

Candidates are invited to describe the actions to be developed and outputs to be delivered under each work package in Implementation phase:

- Work package 1 – Project management and coordination
- Work package 2 – Transnational exchange and learning
- Work package 3 – Impact on local governance and urban policies
- Work package 4 – Communication and dissemination

For further information, please refer to section 2.5.2 of the Call for Proposals and Part 5 of the Guide to URBACT Thematic Networks.

Click on the first work package II.3.1 “Work package 1 – Project management and coordination”.



The screenshot shows a web interface for a form titled "Work package 1 – Project management and coordination". Below the title, it says "Plain text". There is a small flag icon (United Kingdom) and a large empty text area for input. A vertical scrollbar is visible on the right side of the form.

Each work package could be structured as defined below.

- Starting point: ...

- Activities:

The work package will include the following actions:

1. ...
2. ...

- Deliverables:

Through this Work Package, the project will deliver the following:

1. ...
2. ...

- Support:

In order to reach the objectives defined and to deliver the actions and outputs expected, we will implement this work package through: employment of..., work with..., involvement of..., collaboration with..., etc.

Fill in the section with free text and **click on the button "SAVE"**.

Going back to the table of content of the Declaration of interest, click on the second work package II.3.2. "Work package 2 – Transnational exchange and learning".

Fill in the section with free text and **click on the button "SAVE"**.

You shall repeat the whole process for all work packages 1 – 4.

Once the information is completed, click on next chapter "Project proposal for Development phase".

III. Project proposal for Development phase

This section of the Declaration of Interest form is critical for the External Assessment Panel when assessing the relevance and quality of your proposed Thematic Network. Please refer to the assessment criteria (Call for Proposals – Annex 2) when completing the form.

ATTENTION! THE FOLLOWING 9 SECTIONS CONCERN THE PROJECT PROPOSAL TO BE DEVELOPED IN DEVELOPMENT PHASE IF APPROVED.

III.1. Lead Partner's experience

The candidate Lead partner is required to outline in detail all relevant previous experience, providing examples of other similar successful projects, details of work carried out in this field and information concerning the skills and competences of the staff employed to lead the proposed project.

A CV of the Lead partner's named project coordinator should be attached to the Declaration of Interest submitted to the URBACT Secretariat.

Click on "SAVE". Going back to the table of content of the Declaration of Interest, click on the section III.2. "Political involvement and support within the Lead Partner city".













III.2. Political involvement and support within the Lead Partner city

Under URBACT II, it is especially important that projects ensure maximum impact of their activities on local policies. In order to foster the involvement of local decision / policy makers, projects are strongly encouraged to mention the name of the elected representative in charge of following the project and its outputs.

Click on "SAVE". Going back to the table of content of the Declaration of Interest, click on the next section III.3. "Partner profiles".

III.3. Partner profiles

The following screen will appear:

	What are the problems and challenges faced by the partner city in relation to the selected topic?	What are the policies and concrete actions developed by the partner city so far in relation to these problems and challenges?	What could be the scope of Plan to be developed by the the framework of the
Basingstoke and Deane Borough Council	 <input type="text"/>	 <input type="text"/>	 <input type="text"/>
Municipality of Dve Mogili	 <input type="text"/>	 <input type="text"/>	 <input type="text"/>
City of Sonderborg	 <input type="text"/>	 <input type="text"/>	 <input type="text"/>
City of Jöhvi	 <input type="text"/>	 <input type="text"/>	 <input type="text"/>

ATTENTION! Only the first 3 questions appear on the screen. Please use the horizontal bar to answer all of the 6 questions.

Please use the vertical bar to answer all questions for the Lead Partner and each partner.

This table shall be filled in for the Lead Partner and each partner involved in the project proposal for Development phase. Each of the following 6 questions shall be answered:

- What are the problems and challenges faced by the partner city in relation to the selected topic?
- What are the policies and concrete actions developed by the partner city so far in relation to these problems and challenges?
- What could be the scope of the Local Action Plan to be developed by the partner city within the framework of the network?
- Who will be involved in the initial URBACT Local Support Group to be set up during the Development phase by the partner city?
- What is the experience of the partner city in terms of working through transnational exchange in relation to the selected topic?
- What is the potential contribution of the partner city to the network activities and what does the partner expect from the network?

Once all questions are answered for all partners, **click on "SAVE"** at the bottom of the page. Then click on "next chapter" to go to the following section III.4. "Appointed Lead Expert".

III.4. Appointed Lead Expert

The Lead Partner of each project is required to appoint a "Lead Expert" who shall be responsible for supporting the project throughout the whole life of the project (all two phases) and for contributing to programme level activities in the name of the project. Please refer to Programme Manual Factsheet 3b and to section 4.2 of the Call for Proposals. Guidelines are also available in section 1.3 of the Guide to URBACT Thematic Networks.

The role of the Lead Expert is particularly important during the Development phase, as he/ she will be in charge of supporting the Lead Partner and partners in finalizing

the topic to be addressed, analyzing the partners' local situations/ challenges/ needs and potential added-value with regards to the project, defining adequate methods for project implementation, etc.

As a consequence, candidate Lead Partners are invited to mention, in the Declaration of Interest, the Lead expert they intend to appoint if the project is approved to enter Development phase and explain relevance for the project proposal.

It is requested that a CV of the proposed Lead expert be attached to the Declaration of Interest submitted to the URBACT Secretariat.

Click on "SAVE". Back to the table of content of the Declaration of Interest go to next section "Foreseen framework for the involvement of Managing Authorities of Operational Programmes in the project".

III.5. Foreseen framework for the involvement of Managing Authorities of Operational Programmes in the project

Candidates are strongly encouraged to involve Managing Authorities of Operational Programmes in their project.

For further details refer to section 1.4 of the Guide to URBACT Thematic Networks.

Please describe here how the Managing Authorities of Operational Programmes will be involved in the project activities, especially in WP 2 of Development phase and WP 2 and 3 of Implementation phase.

Please list the Managing Authorities of Operational Programmes you intend to involve in the project.

Click on "SAVE". Going back to the table of content of the Declaration of Interest, click on the section III.6. "Description of the work packages to be developed in Development phase".

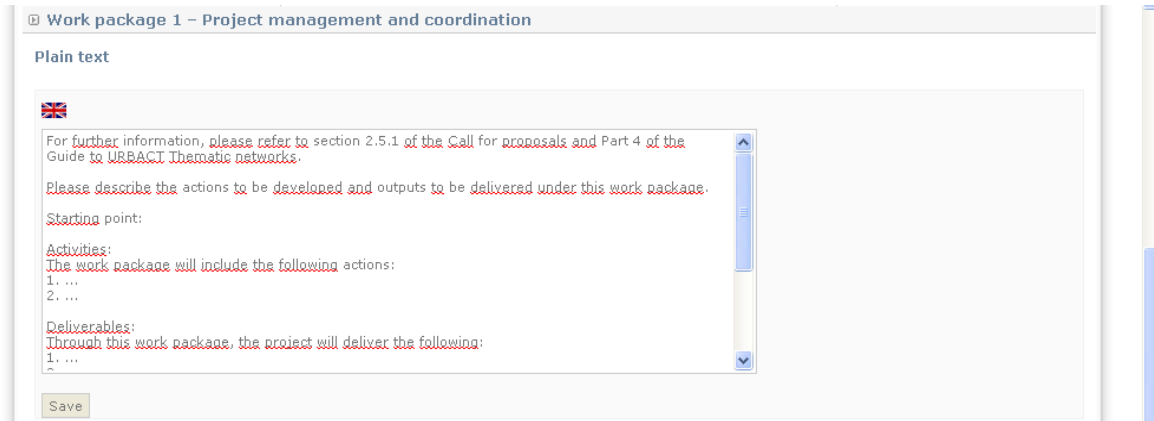
III.6. Description of the work packages to be developed in Development phase

Candidates are invited to describe the actions to be developed and outputs to be delivered under each work package in Development phase:

- Work package 1 – Project management and coordination
- Work package 2 – Project development

For further information, please refer to section 2.5.1 of the Call for Proposals and sections 4.1 – 4.3 of the Guide to URBACT Thematic Networks.

Click on the first work package III.6.1 “Work package 1 – Project management and coordination”.



As for previous sections II.3.1 – II.3.4 for Implementation Phase describe the work package using the suggested structure.

Fill in the chapter and **click on the button “SAVE”**.

You shall repeat the whole process for work package 2.

Fill in the chapter and **click on the button “SAVE”**.

Going back to the table of content of the Declaration of Interest, click on the next section III.7 “Table of expected deliverables for Development phase”.

III.7. Table of expected deliverables for Development phase

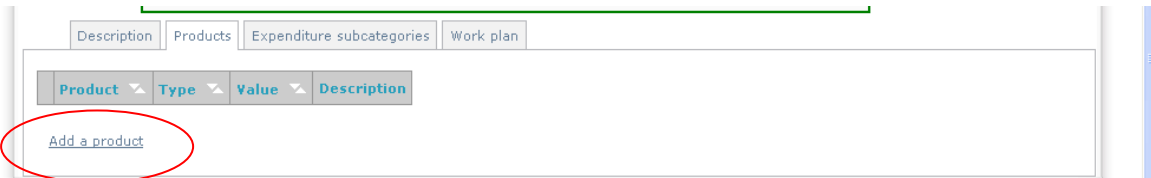
This section concerns the deliverables expected for the Development phase only. As explained in section 2.5.1 of the Call for Proposals, a series of outputs to be delivered as a result of the actions under Work packages 1 and 2 shall be proposed.

Applicants are requested to refer to the Call for Proposals and to sections 4.1 and 4.2 of the Guide to URBACT Thematic Networks published with this call, for definitions and expectations related to the expected deliverables.

To create a deliverable, you have to click on the link “update deliverable list”:



A new window will appear where you have to click on the link “add a product”:



The following screen will appear:

Deliverable title

UK

Description

UK Number of characters available:250

Unit type

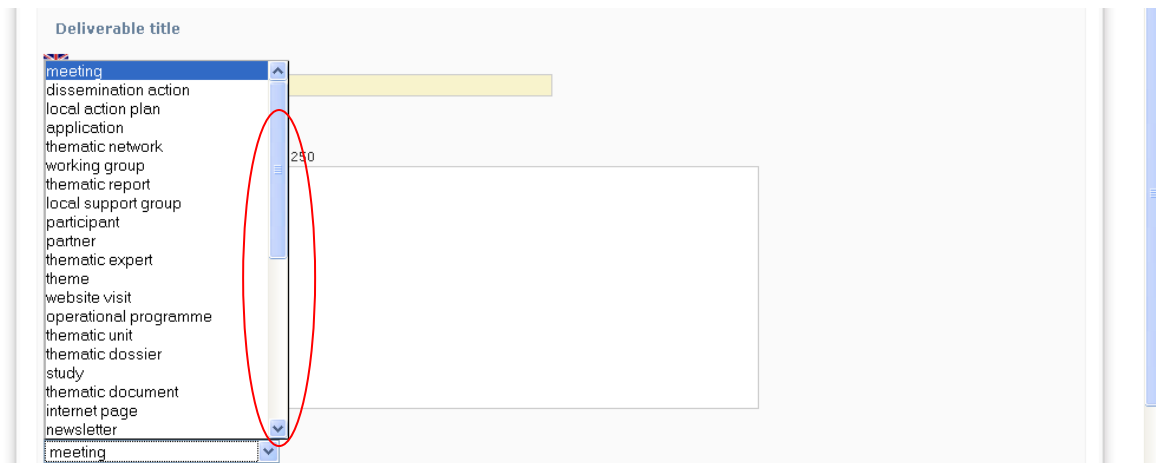
meeting

Quantity

Save

Fill in the “**deliverable title**” field, for instance “kick-off meeting”. Then describe the deliverable that you intend to produce.

Then choose the “**unit type**” from the list available in drop-down menu.



ATTENTION! The drop-down menu will show you a broad list of unit types. Please only select the kind of types which best fits to the outputs to be delivered for Development phase: “meeting”, “baseline study” and “web site and collaborative tools”.

Finally enter the **“quantity”** of this type of deliverable that you intend to produce, for instance “1” kick-off meeting.

Once the information has been completed for the deliverable, **click on “SAVE”**.

Then “Add a product” as many times as needed to create the number of deliverables that you intend to deliver for Development phase.



Once you have created all expected deliverables for Development phase, **go back to the Project chapters by clicking on “Project”, on the top grey bar.**

Click on the section III.8 “Work plan for the Development Phase”.

III.8. Work plan for the Development Phase

The Declaration of Interest is an application for the project Development phase. The work plan should mention the different work packages, along with the actions to be implemented in the view of achieving the aims and the related deliverable(s) for the initial 6-month period. Each of the actions or outputs has a time period within which

the completion date may be expected. A resource allocation shall be budgeted for the costs to be incurred in the framework of each action.

Actions must be numbered (see below), so that these numbers can be used as a reference later on.

In order to complete this section, please refer to description of the two work packages filled in the previous section III.6 “Description of the work packages to be developed in Development phase”.

Please make sure that in section III.6 you have described all actions that you will mention in your work plan for Development phase.

Note also that it is necessary to fill in the previous section III.7 “Table of expected deliverables for Development phase”.

Please make sure that in section III.7 you have created all deliverables that you will mention in your work plan for Development phase.

Then you are ready to create your work plan.

The 2 Work packages are already pre-existing in the system – see screen shot below.

Objective	Action	Start date	End date	Description	Localization	Main partner	Participating partners	Products	Amount
Work package 1 - Project management and coordination	Work package 1 - Project management and coordination	2007-01-01	2015-12-31	Work package 1 - Project management and coordination		Basingstoke and Deane Borough Council			0.00 €
<i>Sub total</i>									0.00 €
Work package 2 - Project development	Work package 2 - Project development	2007-01-01	2015-12-31	Work package 2 - Project development		Basingstoke and Deane Borough Council			0.00 €

Please click on the “Work package 1 – Project management and coordination” and create the action(s) to be implemented under Work package 1.

Action(s) to be implemented under Work package 1: the first action has been automatically pre-filled with the name of the work package. In order to update and complete with the title of the action to be implemented click on the first action called “Work package 1 – Project management and coordination” in column Action.

The following screen will appear:

In **box "Label"**, you will now have to change and insert the title of your first Action.

Then start to fill in the information concerning your first action. You will have to complete the 5 different sections of the horizontal menu (description, partners, products, localization and expenses forecast) that appear on the screen below.

To go from one of these sections to another, **no need to click on "Save" at the bottom of the page** but go directly to the next section through the horizontal menu on the top bar. You will be able to save all data at the end of the section 4 of the menu "Localization".

1. Completing the section "Description",

- after having entered the name of the action in box "label",
- enter the "start date" and "end date" of the action using the calendar.

Click on the calendar to change the dates which are automatically pre-filled with dates for the whole duration of the Programme (2007 - 2015).

- you have then to enter a short description of the action (mandatory field).

For further information about the aims and the activities to be developed under Work package 1, please refer to part 4.1. "Work Package 1 – Project Management" of the Guide to URBACT Thematic Networks.

In order to ensure a simplified structure for your work plan, it is suggested that the description of each action presented in Presage-CTE be minimised, precise and concise. This box cannot be left empty.

2. Through the horizontal menu of the action, click on the section called **"Partners"** and select the responsible partner in the framework of this action using the drop-down menu.

The screenshot shows a web interface for managing project actions. At the top, a horizontal menu is visible with tabs for 'Description', 'Partners', 'Products', 'Localization place (free)', and 'Expensis forecast'. The 'Partners' tab is selected and circled in red. Below the menu, the 'Main partner' is set to 'Basingstoke and Deane Borough Council'. A text box below this instructs the user to click on partners in the left column to move them to the right column. The 'Participating partners' section consists of two columns. The left column contains a list of potential partners: 'Municipality of Dve Mogili', 'City of Sonderborg', 'City of Jöhvi', and 'City of Covilha'. The right column contains a list of selected partners, currently showing 'Basingstoke and Deane Borough Council'.

The Lead Partner is automatically pre-filled.

Then select the participating partners in the framework of this action.

Please click on the list of partners on the left-hand column in order to place them on the right-hand side column which indicates the partners participating in the action.

ATTENTION! ONLY PARTNERS INVOLVED IN A GIVEN ACTION WILL BE ALLOWED TO DECLARE EXPENDITURE RELATED TO A BUDGET LINE LINKED TO THAT ACTION.

3. Click on the section called **"Products"**, still on the horizontal menu, and choose the deliverables/outputs linked to this action.

Update action : Work package 1 – Project management and coordination

Description Partners **Products** Localization place (free) Expensis forecast

Enter, for this action, which deliverable will be achieved in the project deliverable list

You can add a deliverable here : +

Product	Unit type	Unit number
Kick-off meeting	meeting	0
Final meeting	meeting	0

Please consider that, in order to fill in correctly and efficiently this section, you must have created all your project’s outputs – see section III.7 above.

All outputs/deliverables need to be to be linked to the relevant action and should be quantified via the column “unit number”.

For further details about deliverables to be delivered as a result of the action(s) under Work package 1, please refer to Part 4.1, section 2 “Deliverables” of the Guide to URBACT Thematic Networks.

ATTENTION! NOTE THAT IN PRESAGE-CTE NO DELIVERABLE HAS TO BE DELIVERED UNDER WP1 ACTION1. The administrative documents/forms are not considered as outputs/deliverables in Presage-CTE.

4. Click on the “Localization” section.

Update action : Work package 1 – Project management and coordination

Description Partners Products Localization place (free) Expensis forecast

UNITED KINGDOM

Nuts2 location
Hampshire and Isle of Wight

Please click on the list of codes on the left-hand column in order to place them on the right-hand side column which indicates the locations of the component.

Nuts3 places

Portsmouth	
Southampton	
Isle of Wight	
Hampshire CC	

Please select at least a localisation or fill labels

Localization place (free)

Number of characters available:250

Action(s) under Work package 1 is mainly located at the Lead Partner.

If the action does not have any particular localization, just mention in the last field "localization place (free)": "no particular localization".

Otherwise, select the correct localization with drop-down menu for country and Nuts 2 location. For nuts 3 location click on the list in the left-hand column in order to place the correct Territorial Unit on the right-hand side column which indicates the localization of the action.

Further information about the NUTS (Nomenclature of Territorial Units for Statistics) codes is available on the European Commission > Eurostat website: http://epp.eurostat.ec.europa.eu/portal/page/portal/nuts_nomenclature/introduction

Portsmouth
Southampton
Isle of Wight

Hampshire CC

Localization place (free)

Number of characters available:249

Save

ATTENTION! BEFORE GOING TO SECTION 5 "EXPENSES FORECAST" OF THE HORIZONTAL MENU DO NOT FORGET TO CLICK ON "SAVE". OTHERWISE ALL DATA ENTERED PREVIOUSLY ON THE ACTION YOU ARE WORKING ON WILL BE LOST!

Going back to the work plan, click on the action to continue and the budget allocation foreseen to implement the action.

Objective	Action	Start date	End date	Description	Localization	Main partner	Participating partners	Products	Amount
Work package 1 - Project management and coordination	Action 1 - General Project Management	2012-05-01	2012-10-31	In order to ensure a simplified structure for your work plan, it is suggested that the description of each action presented in	Hampshire CC	Basingstoke and Deane Borough Council	Please be aware that only the partners involved in a given action will be allowed to declare expenditure related to		0.00 €

5. Click on last section of the horizontal menu called **“Expenses forecast”**.

Objective title

Work package 1 - Project management and coordination

Update action : Work package 1 - Project management and coordination

Description Partners Products Localization place (free) **Expenses forecast**

Enter the forecasted amount of expenditures per partner and expenditure subcategory

You can add a new subcategory of expenditure here : +

Subcategory	Amount
Total action	0.00 €

Update amounts

Save

In this section you will be asked to link this action to specific budget lines. Your project financial plan is structured into budget categories (e.g. “1. project coordination”, “2. personnel”, “3. meetings organization”, etc.) and budget lines (inside each main budget category you might have detailed one or more expenditure subcategories).

Additional information on the eligible costs per budget line is available in the Programme Manual, factsheet 6b, section 4.

For any further details about costs to be budgeted for each work package/action, clarification of the type of costs concerned by the given budget category and some explanations about the way to forecast please refer to Part 4, section 3 “Budgetary elements for Development phase” of the Guide to URBACT Thematic Networks.

For each action, please fill in the subcategories “budget line(s)” for each main budget category with a clear explanation of each one (e.g. in main budget category 2 “personnel” please outline some secondary budget lines like “LP personnel”, etc.);

in main budget category 4 "travel and accommodation" some examples can be "Project travel", "Travel for the Lead Expert", etc.).

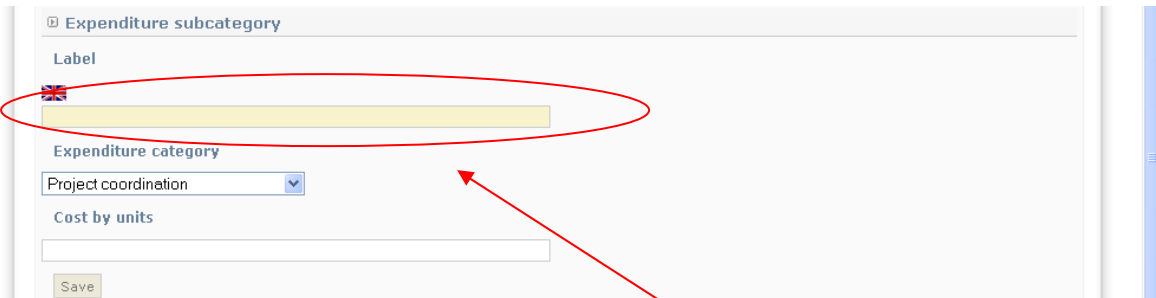
In the current section "Expenses forecast", you are asked to create the budget lines which then will be linked to this action. For instance, if you are creating Action 1, in this section you are asked to create all budget lines that are linked to Action 1.

Each of the budget lines could relate to one or more of the work packages / actions and deliverables/outputs. No budget item should be included that does not relate to some identified action of the work plan.

Please click on:

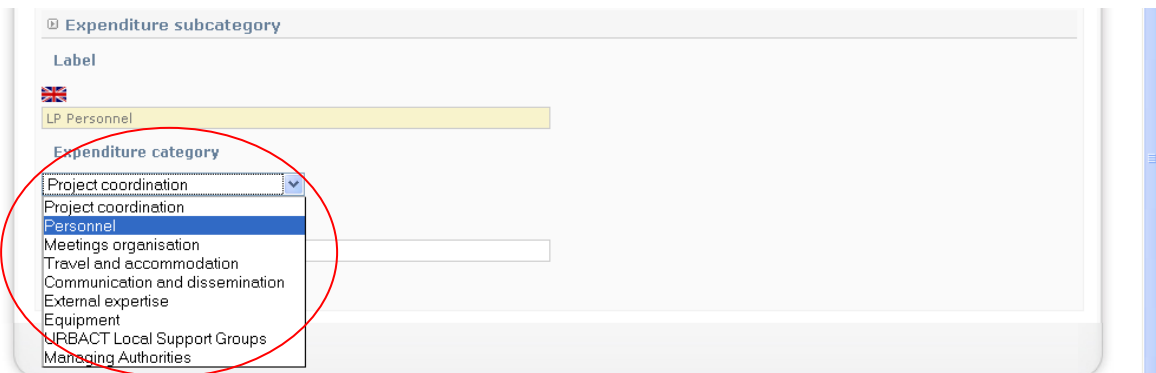
You can add a new subcategory of expenditure here: +

The following screen will appear:



The screenshot shows a form titled "Expenditure subcategory". It has a "Label" field with a UK flag icon and a yellow input box. Below it is an "Expenditure category" dropdown menu currently set to "Project coordination". There is also a "Cost by units" input field and a "Save" button. A red circle highlights the label input field, and a red arrow points from the text below to it.

Please insert the name of the budget line in this box:



The screenshot shows the same form as above, but the "Expenditure category" dropdown menu is open, displaying a list of categories: "Project coordination", "Personnel", "Meetings organisation", "Travel and accommodation", "Communication and dissemination", "External expertise", "Equipment", "URBACT Local Support Groups", and "Managing Authorities". The "Personnel" option is highlighted in blue. A red circle highlights the dropdown menu.

Select the correct budget category.

It is not necessary to fill in the box "cost by units", please ignore.

Click on the button **“SAVE”**. You will find yourself again in the section “Expenses forecast”. Here you can find a summary table with the budget lines created until now.

Update action : Action 1 – General Project Management

Description Partners Products Localization place (free) Expensis forecast

Enter the forecasted amount of expenditures per partner and expenditure subcategory

You can add a new subcategory of expenditure here : +

Subcategory		
Personnel		
LP Personnel		0
Sub total		0.00 €
Total action		0.00 €

Update amounts

Now you should repeat this procedure to create all budget lines that you need to link with Action 1 and that do not yet exist in the system.

Click on **“You can add a new subcategory of expenditure here”** + and repeat as above as many budget lines as necessary.

Once all the budget lines linked to this specific action have been created, please introduce the amount of each budget line here, otherwise the system will not update the budget of your action.

Update action : Action 1 – General Project Management

Description Partners Products Localization place (free) Expensis forecast

Enter the forecasted amount of expenditures per partner and expenditure subcategory

You can add a new subcategory of expenditure here : +

Subcategory		
Personnel		
LP Personnel		30000
Sub total		0.00 €
External expertise		
Expertise for LP project management		5000
Sub total		0.00 €
Total action		0.00 €

Update amounts

Save

ONCE THE BOX IS COMPLETED PLEASE CLICK ON THE BUTTON “UPDATE AMOUNTS” TO TAKE IN ACCOUNT THE AMOUNTS YOU HAVE ENTERED AND THEN CLICK ON « SAVE ».

Now you should repeat this procedure for all actions that you need to create for both Work package 1 and Work package 2. Please click on the button **“Add an action”** at the bottom of the screen.

Work package 1 - Project management and coordination	Action 1 - General Project Management	2012-05-01	2012-10-31	plan, it is suggested that the description of each action presented in Presage-CTE be minimised, precise and concise	• Hampshire CC	Basingstoke and Deane Borough Council	involved in a given action will be allowed to declare expenditure related to a budget line linked to that action.		35,000.00 €
<i>Sub total</i>									35,000.00 €
Work package 2 - Project development	Work package 2 - Project development	2007-01-01	2015-12-31	Work package 2 - Project development		Basingstoke and Deane Borough Council			0.00 €
<i>Sub total</i>									0.00 €
Total									35,000.00 €

Add an objective/action

- Work package 1 - Project management and coordination
 - Action 1 - General Project Management
 - [Add an action](#)
- Work package 2 - Project development
 - [Add an action](#)

If one budget line exists already (because you have previously created it in the framework of another action) you can select it and indicate the amount linked to the action concerned. Then introduce the amount, click on the button **“Update amounts”** and click on **“Save”**.

As suggested, it is possible to regroup all the activities under work package 1 into one Presage-CTE action for the Development phase so no need to “add an action” a priori.

To create the action(s) to be implemented under Work package 2, please click on the first action automatically pre-filled with the name of the work package. In order to update and complete with the title of the action to be implemented, click on the first action called “Work package 2 – Project development” in column Action.

Then repeat the procedure for all actions that you need to create for Work package 2 as you did for Work package 1.

At this stage, your work plan will look like this:

Objective	Action	Start date	End date	Description	Localization	Main partner	Participating partners	Products	Amount
Work package 1 - Project management and coordination	Action 1.1 - General Project Management	2012-05-01	2012-10-31	Box "Description" cannot be empty. Describe the action concisely	<ul style="list-style-type: none"> Hampshire CC 	Basingstoke and Deane Borough Council	Please be aware that only the partners involved in a given action will be allowed to declare expenditure related to a budget line linked to that action.		35,000.00 €
<i>Sub total</i>									35,000.00 €
Work package 2 - Project development	Action 2.1 - Transnational Meetings	2012-05-01	2012-10-31	Box "Description" cannot be empty. Describe the action concisely	if no particular localization or one or more locations, either specify or indicate the main location or just "no	Basingstoke and Deane Borough Council	<ul style="list-style-type: none"> Municipality of Dve Mogili City of Sonderborg City of Jöhvi City of Covilha 	<ul style="list-style-type: none"> 1 Kick-off meeting 1 Final meeting 	35,000.00 €

Go back to the Project chapters by clicking on "Project", on the top grey bar.



Then click on the next section III.9 "Schedule for Development phase".

III.9. Schedule for Development phase

This chapter will be filled in automatically by the system on the basis of start and end dates indicated for each action of your work plan – see section III.8 above.

[Previous chapter](#) | [Index](#) | [Next chapter](#)

Objective / Action	2012
Work package 1 - Project management and coordination	■ ■ ■
<i>Action 1.1 - General Project Management</i>	■ ■ ■
Work package 2 - Project development	■ ■ ■
<i>Action 2.1 - Transnational Meetings</i>	■ ■ ■
<i>Action 2.2 - Local Support Group</i>	■ ■ ■
<i>Action 2.3 - Baseline Study</i>	■ ■ ■
<i>Action 2.4 - Communication</i>	■ ■ ■

Click on “next chapter” to go to the following section.

IV. Budget for Development phase

You will notice that many sections are automatically pre-filled.

IV.1. Financial contribution by partner and source

This chapter is automatically filled in by the system based on each partner financial plan (see sections I.3.1 and I.3.2 above).

Financial contribution by partner and source											
ERDF											
Name of partner	ERDF	% ERDF	Public contributor							Public total financing	Total
			EX ANTE	State	Region	Local	Other public financing	Private			
Basingstoke and Deane Borough Council	26,250.00 €	70.00 %	0.00 €	0.00 €	0.00 €	11,250.00 €	0.00 €	0.00 €	11,250.00 €	37,500.00 €	
Municipality of Dve Mogilji	12,500.00 €	80.00 %	0.00 €	0.00 €	0.00 €	3,125.00 €	0.00 €	0.00 €	3,125.00 €	15,625.00 €	
City of Sonderborg	10,937.50 €	70.00 %	0.00 €	0.00 €	0.00 €	4,687.50 €	0.00 €	0.00 €	4,687.50 €	15,625.00 €	
City of Jöhvi	12,500.00 €	80.00 %	0.00 €	0.00 €	0.00 €	3,125.00 €	0.00 €	0.00 €	3,125.00 €	15,625.00 €	
City of Covilha	12,500.00 €	80.00 %	0.00 €	0.00 €	0.00 €	3,125.00 €	0.00 €	0.00 €	3,125.00 €	15,625.00 €	
<i>Sub total</i>	74,687.50 €		0.00 €	0.00 €	0.00 €	25,312.50 €	0.00 €	0.00 €	25,312.50 €	100,000.00 €	
Total	74,687.50 €	74.69	0.00 €	0.00 €	0.00 €	25,312.50 €	0.00 €	0.00 €	25,312.50 €	100,000.00 €	
% Total	74.69 %		0.00 %	0.00 %	0.00 %	100.00 %	0.00 %	0.00 %	25.31 %	100 %	

Ensure that total budget is equal to total amount forecasted in the work plan – see section III.8 above

Click on “next chapter” to go to the following section.

IV.2. Legal basis for decision of funding

This chapter is automatically filled in by the system based on each partner financial plan (see sections I.3.1 and I.3.2 above).

Legal basis for decision of funding						
ERDF						
Name of partner	Public contributor	Total	Legal basis			
Basingstoke and Deane Borough Council	ERDF	26,250.00 €	26,250.00 €	ERDF		
	EX ANTE	0.00 €				
	State	0.00 €				
	Region	0.00 €				
	Local	11,250.00 €	11,250.00 €	Basingstoke and Deane Borough Council	2012-01-27	report the information about the decision of funding e.g. date and reference of the deliberation of the local council meeting
	Other public financing	0.00 €				
Municipality of Dve Mogili	ERDF	12,500.00 €	12,500.00 €	ERDF		
	EX ANTE	0.00 €				
	State	0.00 €				
	Region	0.00 €				
	Local	3,125.00 €	3,125.00 €	Municipality of Dve Mogili	2012-01-27	report the information about the decision of funding e.g. date and reference of the deliberation of the local council meeting
	Other public financing	0.00 €				

Click on “next chapter” to go to the following section.

IV.3. Expenditure per year and main budget line

This table must be filled in with the estimated expenditure per year and budget category.

As the development phase starts and ends in 2012 only no need to split the budget between several years. To complete the information refer to the amounts of each budget category that appear in the “Project cost per budget line” (see section IV.5 below).

To fill in a line of the table, you need to select the line corresponding to a specific budget category:

Please select a line below to change the amounts			
Expenditure category	2012	Total	%
Project coordination	0.00 €	0.00 €	0.00 %
Personnel	0.00 €	0.00 €	0.00 %
Meetings organisation	0.00 €	0.00 €	0.00 %

and to go to the bottom of the page “**update financing plan**” where you will find the corresponding budget category:

Update financing plan

Expenditure category	2012		
Personnel	0.00		

Save

Enter the amounts per year into the specific budget category and **click on the button "SAVE"**.

Now you should repeat this procedure for all budget categories.

Once you have filled in all budget categories with their forecasted amount per year, please click on "next chapter" to go to the following section.

IV.4. Expenditure per year and source

Please fill in this table using the same system as for the previous chapter.

This table concerns the expenditure per year and source.

Expenditure per year and source

Project financing plan by source

Please select a line below to change the amounts

Contributor nature	2012	Total	%
ERDF	ERDF	0.00 €	0.00 %
	EX ANTE	0.00 €	0.00 %
	State	0.00 €	0.00 %
	Region	0.00 €	0.00 %
	Local	0.00 €	0.00 %
	Other public financing	0.00 €	0.00 %
	Private	0.00 €	0.00 %
Swiss Fund	Swiss Fund	0.00 €	0.00 %
	State	0.00 €	0.00 %
	Region	0.00 €	0.00 %
	Local	0.00 €	0.00 %
	Other public financing	0.00 €	0.00 %

Update financing plan

Contributor nature	2012		
ERDF	0.00		

Save

The totals per funding source must match with financial contribution by partner and source (see section IV.1 above).

Once you have filled in the budget table for each source (ERDF, local, Swiss/Norway fund), please click on “next chapter” to go to the following section.

IV.5. Project cost per budget line

This chapter will be filled in automatically by the system from your work plan.

Project cost per budget line		
Expenditure Categories		
Expenditure category	Subcategories	
Project coordination		
	Total	0.00 €
Personnel	LP Personnel	30,000.00 €
	Total	30,000.00 €
Meetings organisation	Project meetings	7,000.00 €
	Total	7,000.00 €
Travel and accommodation	Project travel	36,500.00 €
	Total	36,500.00 €
Communication and dissemination	Project identity and publications	9,000.00 €
	Total	9,000.00 €
External expertise	Expertise for LP project management	5,000.00 €
	Project expertise	12,500.00 €
	Total	17,500.00 €
Equipment		
	Total	0.00 €
URBACT Local Support Groups		
	Total	0.00 €

Click on “next chapter” to go to the following section.

IV.6. Expenditure breakdown per work package and main budget line

This chapter will be filled in automatically by the system based on the data provided in your work plan.

Expenditure breakdown per work package and main budget line			
	Work package 1 – Project management and coordination	Work package 2 – Project development	Total
Project coordination	0.00 €	0.00 €	0.00 €
Personnel	30,000.00 €	0.00 €	30,000.00 €
Meetings organisation	0.00 €	7,000.00 €	7,000.00 €
Travel and accommodation	0.00 €	36,500.00 €	36,500.00 €
Communication and dissemination	0.00 €	9,000.00 €	9,000.00 €
External expertise	5,000.00 €	12,500.00 €	17,500.00 €
Equipment	0.00 €	0.00 €	0.00 €
URBACT Local Support Groups	0.00 €	0.00 €	0.00 €
Managing Authorities	0.00 €	0.00 €	0.00 €

Click on “next chapter” to go to the following chapter.

V. Detailed information on the Lead Partner and Project Partners

V.1. Contact details information for the Lead Partner and Project Partners

This chapter will be filled in automatically by the system based on the Lead Partner's and partners' information (see sections I.3.1 and I.3.2 above).

V.2. Bank information for the Lead Partner and Project Partners

This chapter is automatically filled in by the system based on the contact information entered at partner level (see section I.3.1 and I.3.2 above).

V.3. Contact details of First Level Controllers for the Lead Partner and Project Partners

This chapter is automatically filled in by the system based on contact information of type "first level controller" for each partner (see sections I.3.1 and I.3.2 above).

VI. Signature

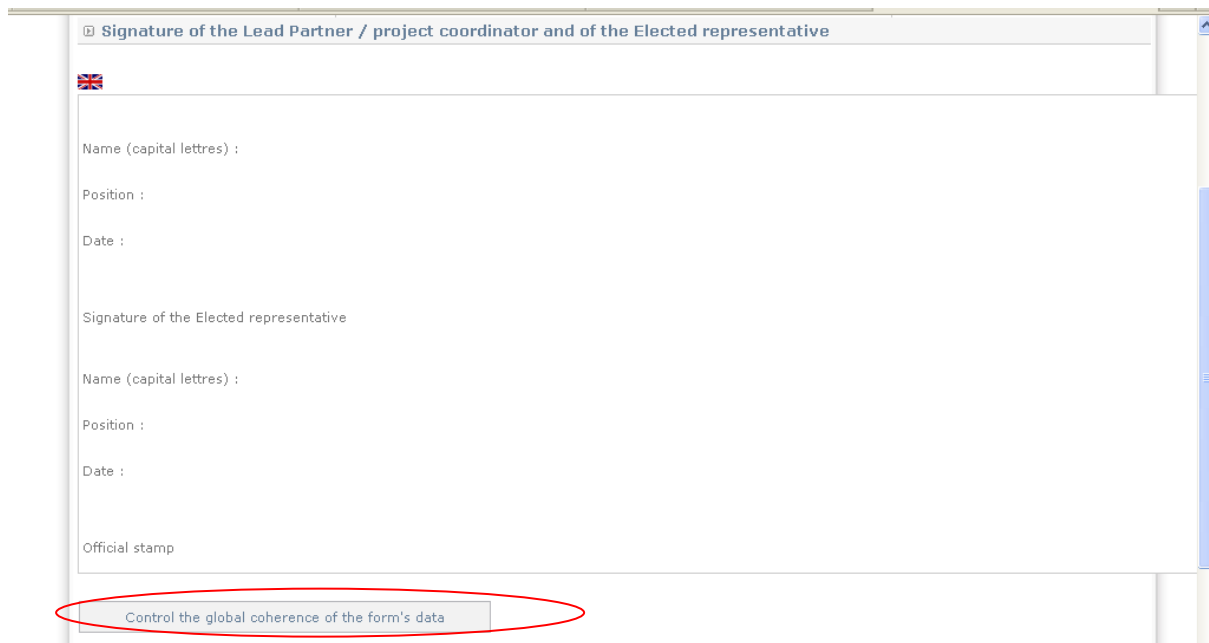
In this chapter you do not have to enter any information. It will be available only in the PDF version of the Declaration of Interest for signature by:

- a. The Lead Partner responsible / project coordinator;
- b. An elected representative or person in the position of committing the resources to be engaged in the project by the Lead Partner's institution

C – SUBMIT YOUR PROJECT PROPOSAL

I. On-line submission through PRESAGE-CTE

Once you have filled in all sections and chapters, please click on the button “Control the global coherence of the form's data” at the bottom of the screen.



The screenshot shows a web form with the following fields:

- Signature of the Lead Partner / project coordinator and of the Elected representative (with a UK flag icon)
- Name (capital lettres) :
- Position :
- Date :
- Signature of the Elected representative
- Name (capital lettres) :
- Position :
- Date :
- Official stamp

A red oval highlights a button at the bottom of the form labeled "Control the global coherence of the form's data".

A pop-up window will be opened.

If inconsistencies are found (e.g. inconsistencies between the budget per year per source and the budget per year per category) you cannot submit the form. On the pop-up window you will find in green what is ok and in red what is problematic and needs to be changed to be able to submit the form.

Please arrange to make the necessary changes needed. Once corrected please repeat the check via the button “Check again for data consistency”.

The total per year (column) must be equal for each chapter : expenditures per year and source / per year and category

- Amount planned for year 2012 by financial source is of 100,000.00 € whereas by categories, it is 101,000.00 €

Expenditures per year and sources : the total per source (line) must be equal to the total of partners financing plan for this source

- Ok

Inconsistencies have been found in your form data, please correct them

List of mandatory controls that failed and will prevent form submission

- Coherence for each year between the budget per year per source and the budget per year per category

[Check again for data consistency](#)

If no inconsistencies are found, you can submit the form by clicking on the dedicated button "Submit form to Managing Authority" at the bottom of the window.

The total per year (column) must be equal for each chapter : expenditures per year and source / per year and category

- Ok

Expenditures per year and sources : the total per source (line) must be equal to the total of partners financing plan for this source

- Ok

Consistent Form

The global consistency of your form has been checked, you can submit it to the managing authority

[Print this page](#)

Submit form to managing authority

UNTIL YOU CLICK ON THIS BUTTON, YOUR PROPOSAL WILL NOT HAVE BEEN OFFICIALLY SUBMITTED AND THE SECRETARIAT WILL NOT BE ABLE TO REVIEW ITS ELIGIBILITY.


II. Sending your documents to the URBACT Secretariat

The Declaration of Interest will be created online through PRESAGE-CTE. Once submitted you have to print the PDF version of your application form. To print the form, please enter into the project submitted by clicking on the magnifying glass.




The following screen will appear:



While clicking on the PDF icon "  " the PDF version will open.

Print the document and have the last page signed by the local coordinator at Lead Partner's level and an elected representative before sending.

 **- VI - SIGNATURE**

1. Signature of the Lead Partner / project coordinator and of the Elected representative


Signature of the Lead Partner / project coordinator :

Name (capital letters) :

Position :

Date :

Signature of the Elected representative



Please note that the system will be opened until **15 March 2012 (02.00 pm GMT)**, in order to allow candidates to print the PDF version of their Declaration of Interest and send it, along with all requested documents, **post-marked no later than 15 March 2012**.

The PDF of the Declaration of Interest created through PRESAGE-CTE will be printed and sent to the URBACT Secretariat, along with all requested documents, duly signed and stamped:

- Letter of Commitment from the Lead partner (use official template provided in the Annexes of the call for proposals)
- Letters of Commitment from all involved partners (use official template provided in the Annexes of the call for proposals)
- CV of the proposed project coordinator at the Lead partner's
- CV of the proposed Lead expert

Applicants shall also send by email to r.barbato@urbact.eu the scanned version of the last page of the Declaration of Interest duly signed by an elected representative and by the local coordinator at Lead Partner's level.

For any additional information, please contact us:

- email: r.barbato@urbact.eu; c.ethuin@urbact.eu
- telephone:
Raffaele Barbato, Project officer: 00 33 1 49 17 47 52
Celine Ethuin, Financial officer: 00 33 1 49 17 47 08