



**SERVIZIO UNITA' DI STAFF
SPORTELLLO EUROPA**
Via dei Manassei, 23- 59100 Prato
Tel 0574.183.6325 Fax 0574.1837351
Posta certificata:
comune.prato@postacert.toscana.it

Orario d'ufficio:
Lunedì e giovedì 9.00-13.00 / 15.00-17.00 Martedì,
mercoledì e venerdì 9.00-13.00 www.comune.prato.it
p.iva. 00337360978 - cod.fisc. 84006890481

ALLEGATO B

Al Comune di Prato
Unità di Staff Sportello Europa

Manifestazione di interesse per la selezione di partner per l'ideazione e la co-progettazione di azioni in materia di "Qualità dell'Aria" per la partecipazione al bando europeo Urban Innovative Actions - UIA.

A) Anagrafica Delivery partner (compilare in lingua inglese)

Delivery partners	
Name of organisation	
Member State	
Partner description and department/unit/division concerned	<i>[500 Characters] Provide a description of the organisation and list the departments, units and divisions that will be involved in the implementation of the project. For each department provide information on the specific role in the implementation phase as well as the name of person to be involved and their position within the department</i>
Contact person, legal representative and contact details	<i>Provide the name, title and contact details of the person who will serve as main reference within the organisation during the implementation of the project. Provide the name, title and contact details of the legal representative of the Delivery Partner.</i>
VAT number	
VAT recoverable	<i>Drop down menu with: yes, no, partly</i>
Staff costs claimed on the basis of:	<i>Real costs For more information about staff costs options, please refer to section 4.2.1 of the UIA Guidance.</i>
Competences and experiences in relation to the challenge addressed	<i>[500 Characters] Describe the main reasons why the Delivery Partner will be involved in the implementation of the project (specific competencies and expertise). Describe the main legal and operational competencies and experience of the organisation in relation to the challenge addressed and to the proposed project. Demonstrate that the Delivery Partner is the best placed to implement the project.</i>
Experience in participating in and/or managing EU co-financed projects or other international projects.	<i>[500 Characters] If applicable, describe the main experience of the organisation in participating and/or managing EU co-financed projects or other international projects. Please list those projects that are of relevance to the topic addressed as well as the programmes that have funded them. . Provide information on the role of the organisation in the projects listed (Lead Partner, partner, observer, etc.)</i>

B) Proposta progettuale (compilare in lingua inglese)

C.1.1 Main challenge(s) to be addressed
<p>[3000 Characters] What is the main urban challenge(s) that will be tackled by the project? Explain why you chose to address this challenge. Include a short description of the context of the urban area by describing the extent of the challenge to be addressed, its breadth and depth at local level (using data and other evidence - e.g. employment rate, % of migrants/refugees, % of greenhouse emission, etc.) and its different dimensions (social, economic and environmental dimensions of the challenge).</p>

C.1.2 Proposed solution
<p>[3000 Characters] Describe the solution (i.e. the innovative action/s) you propose in order to tackle the main challenges identified above. Describe clearly the proposed solution/project (presenting the main strands of activities proposed) and explain why and how you think it will address the challenge(s) identified in part C.1.1. When describing the action(s) proposed, ensure to make clear references to the Work Packages and main actions described in the Work Plan. Experts in charge of the Strategic Assessment should be able to understand the main elements of your project when reading this section.</p>

C.1.3 Innovativeness of the proposed solution
<p>[3000 Characters]</p> <ul style="list-style-type: none">• Explain to what extent the project proposal is a new solution and can add value in relation to the issue concerned.• Demonstrate that the solutions proposed (and its main components) have not been previously tested and implemented on the ground in the urban area concerned and elsewhere in Europe. <p>Please remember, the innovativeness of the project has the largest weight in the assessment of the project (40% of the scoring)</p> <p>In order to fill in this section, urban authorities are requested to carry out a benchmark analysis of existing good practices (in Europe and beyond) in the policy area concerned in order to explain how and to what extent the proposed solution is different from existing good practices and how and to what extent it will build upon these. The benchmark should include at least 3 references of existing good practices taken into account. Existing online databases (e.g. CORDIS for Framework Programmes, IEE and LIFE projects database etc.) and cities' networks best practices and working groups (e.g. URBACT, Eurocities, Energy Cities, etc.) are potential relevant sources of information to carry out your benchmark.</p> <p>More especially, when filling in this section, please take into account:</p> <ul style="list-style-type: none">• The elements of the proposed project described in C.1.2 that are new and innovative vis-a-vis:<ul style="list-style-type: none">(1) policies/programmes already in place in your city addressing similar challenges,(2) similar policies/programmes in other cities in Europe and beyond• Focus and expand on the elements of the proposed project that set it apart from existing policies and/or practices at local level as well as from similar policies/programmes in other cities in the EU.• Describe whether the approach for your project evolved over time based on lessons learned from experience and existing good practices (evolutionary approach – the innovation lies in the new elements added to the idea) or if it is a completely new approach (or an approach borrowed from elsewhere outside Europe) never tried before in the sector or context in question (revolutionary approach).

C.1.4 Potential obstacles and resistance
<p>[1500 Characters] Describe whether you expect any obstacles (e.g.: national or legal framework, changing financial and political conditions, etc.) or resistance (e.g.: lack of political will, opposition from organised groups of inhabitants, etc.) to the implementation of the innovative solutions proposed and if so, how they will be overcome. Please do not list here the risks related to the project implementation and management as this will be done in Part F (risks management).</p>

C.2.2 Synergies with other projects and initiatives

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

Part D - Work plan (repeat the following table for each proposed activity) and budget

Activities, outputs and deliverables			
Activity A.4.1	Activity title <i>Example: A.4.1 Coaching and training</i>	Start date (MM.YYYY)	End date (MM.YYYY)
	Activity description and partners involved [750 characters] The description provided will mention the intermediary steps to develop the respective output; these steps will be reflected as deliverables structured in a logical chain. Please mention the partner(s) involved and their role in the activities.		
D.4.1.1 ... O.4.1.1	Deliverable or output description [250 characters] <i>The deliverables of the activity mentioned above would be:</i> D.4.1.1 Coaching interview D.4.1.2 Training session D.4.1.3 Feedback session <i>The output of the activity mentioned above would be:</i> O.4.1.1 Coaching and Training programme delivered <i>Please mention which partner/s will be responsible for the delivery of each deliverable/output.</i> <i>Pay particular attention to quantification: in the description of the different deliverables/output provide the number of coaches to be recruited, the number of expected training sessions, the number of expected beneficiaries etc.</i> <i>If the deliverable is of a repetitive nature (i.e. training sessions) please include the delivery date of the last training. In the description specify the start date and when they are expected to be delivered in between (i.e. month 3 – month 4).</i>	Target value	Delivery date (MM.YYYY)

- An **activity** is a specific task performed for which resources are used. Each activity shall result in a deliverable and/or an output.
- A **deliverable** is a tangible or intangible object delivered as a side-product of the project and/or an intermediary step in the delivery of a project output. Deliverables shall therefore directly contribute to the achievement of a project output. Deliverables should also reflect relevant steps of a single activity. In general terms 2 or more deliverables are necessary to produce a project output.
- An **output** is what has actually been produced as a result of the funding given to the project and is a main product of the project. It shall directly contribute to the achievement of project result(s).

Activities, deliverables and outputs should include a clear description of what would be achieved in each individual element, reflect the link between them as well as the relevance to the different work packages (and therefore to the overall work plan).

For each activity, describe the main intermediary steps (and corresponding delivery months) necessary for achieving the proposed outputs/results. Pay attention to the logical time sequence between the different activities/deliverables/work packages. If the deliverable is of a repetitive nature (i.e. newsletter) please include the last delivery date. In the description specify the start date and when they are expected to be delivered in between (i.e. month 3 – month 4).

Bear in mind that target values that you will indicate for deliverables and outputs should capture the quantity of deliverables/outputs produced, not the expected number of beneficiaries. For example, the target value for a series of training workshops would be 20 (if 20 workshops are foreseen), whereas the number of beneficiaries (e.g. 450 people) should be indicated in the description of the corresponding activity/deliverable.

Breakdown of Partner Budget per Budget Line (for eligible expenses please see UIA – Guidance pp. 48-59)

	Staff Costs (€)	Office & Administration (€)	Travel & Accommodatio n (€)	External Expertise & services (€)	Equipment (€)	Total (€)
Total (€)						

N.B.: Office and administration expenditure is covered by a flat rate of 15% of the reported staff costs