

Partner Application for Phase 1 - URBACT Transfer Network

Led by the City of Mouans-Sartoux – Sustainable and Organic Canteens

I. CONTACT DETAILS :	
Is your institution a public body? (yes / no)	
Institution name (official English translation)	
Institution name (partner language)	
Address	
Postal code	
City	
Region	
Country	
Website address:	
Contact Name:	
(Mr / Mrs / Ms):	
Lastname	
Firstname	
Service	
Function (position and department) / area of responsibility	
Phone number	
Mobile number	
Email	
VAT recoverable (yes / no / partially):	
Will you be the partner coordinator? (i.e. the key contact for the Lead Partner and Lead Expert)	

II. BACKGROUND INFORMATION

II.1. OVERVIEW OF YOUR CITY:

Type of area your city is in : more developed / less developed / transition?

What is the size of your city? Is it a municipality / city council / a county / regional authority / managing authority

Economic indicators (like the number of inhabitants, demographic information, number of jobs in the city, structure of employment, business base, etc.)

Please, provide a short description of your city in line with the project goals

II.2. REPRESENTATION OF YOUR CITY:

Are you representing your city as a local public authority or as a local agency?

Who would your public body represent as a Transfer Network Partner and Beneficiary? (e.g. : city/municipality/town, or Infra-municipal tiers of government (district/borough), or organised agglomerations (metropolitan area),...)

II.3. MOTIVATION:

Why would you like to join the transfer network ? What do you expect to learn from this network?

II.4. SUSTAINABLE FOOD IN YOUR CITY:

What is the situation at the agricultural level in your city and in your region ? (production type, farming model, number of farms, farming land area...)

Is your city in charge of the lunchtime meals of school students ? (daycare center, primary school, secondary, high school, university...). Is your city in charge of other types of collective catering institutions? (social centers, host institutions for disabled people, retirement homes, hospitals...)

What is the situation of the collective catering system your city is in charge of ? (please, be as precise as possible : number of canteens, number of meals served per year, number of employees, type of menus, quality of food, ...)

Have you already introduced organic products ? if so, what percentage of food, or at what frequency ?

Who is in charge of the menus ?

Do you serve local food ? if you do, please define local for you, what kind of products in concerned and in what quantities / percentage

Can you estimate food waste in your canteens (weight per meal, costs,...)? is it a priority issue you want to tackle? If so, what action have you already done?

Do you communicate to parents or other audiences what is put into place in relation to

food projects in canteens ?	
What is the current situation and main problems and challenges faced by your city in relation to the introduction of organic and sustainable food in collective catering? Please tell us: (1) What challenges and policies are you seeking to address through using / adopting this good practice as a Transfer City? (2) What barriers have you identified which prevent the introduction of organic and sustainable food in collective catering ?	
What are the policies and concrete actions developed by your city so far in relation to these problems and challenges? Please tell us: (1) Whether there is a cultural and political will to change behaviour in the city around organic and sustainable food; (2) whether your city has identified an individual (political representative) who is interested in improving food quality more effectively? (3) Whether you have a strategy to connect local agricultural production to collective catering; (4) What analysis of food quality in collective catering has your city undertaken? (5) (if so) What examples of changes to quality of food have you already put in place;	
How many public (anchor) institutions are there in your city? (e.g. education / agriculture / health / government institutions) Who are they? Would they be interested in joining the URBACT Local Group?	
What could be the scope of the Transfer Plan to be developed by your city within the framework of the network?	
What benefit would your city gain by taking part in the network?	

How do you expect the transfer of the sustainable and organic canteens Good Practice will help you foster change and innovation in your food quality in collective catering practice?	
Who will be involved in the URBACT Local Group? (this must include the person in charge of collective catering in your city administration and should also include your political representative; other public institutions; business enterprise networks and farmers, etc;)	
II.5. EU FUNDING	
Please tell us about your participation in other European or nationwide projects (name of project and role), particularly in relation to food, agriculture, health and education, but also in other projects you have been involved in:	
Was your city previously involved in an URBACT project (If so please provide the title of the project and function (LP or PP))?	
Cities can only be partners in one Transfer Network. Is your city involved in / applying to become a partner in another network besides this one? (No / Yes / Name of Network)	
II.6. PARTICIPATION in the Network / URBACT Activities:	
Is your city willing and capable (in terms of finances and human resources) of participating fully in URBACT activities, e.g. transnational	

workshops, capacity building, attendance at URBACT Programme events, e.g. summer university, conference? A MINIMUM of two people are expected to attend meetings / events etc, usually the project co-ordinator and Local Group Co-ordinator (this is important for getting the most from participating in an URBACT network)	
Does your city agree to participate and contribute up to a certain amount of money for phase 1 and up to 10,000€ for phase 2 to help with the managing costs? This agreement will be presented and framed by a partnership agreement.	
II.7. ADMINISTRATION:	
Is there an already organized team (for example a project co-ordinator, finance officer, communication officer) or structure which will follow the project? (please detail and provide names and functions where possible)	
Do all the people involved in the project understand, write and speak English?	
II.8. ADDITIONAL INFORMATION:	
Please provide any further information regarding your city which you feel is relevant / is not included above	

III. MANAGING AUTHORITY

MANAGING AUTHORITY OF OPERATIONAL PROGRAMME

How will your Managing Authority be involved in the project?

What is the name of your Managing Authority?

Address of the Managing Authority

IV. POLITICAL REPRESENTATION

Do you have political support for participating in this network?

What is the name of your political representative who will participate in the network? (usually this involves being part of the Local Group)

Who will sign the Letter of Commitment?