



Belgrade, 29.08.2016.

**FREQUENTLY ASKED QUESTIONS**

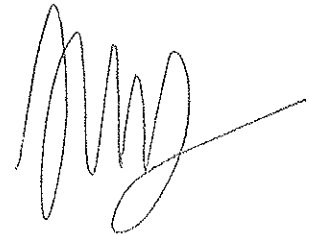
**Civil Society Facility Programme 2015**

**Publication reference: EuropeAid/152728/DD/ACT/RS**

No.	Question	Answer
1.	What we saw in Guidelines confuses us a bit, it is related to how we can implement this regional cooperation projects with partner from Kosovo if no costs can occur outside of Serbia.	<p>Please consult the Guidelines for Applicants, section 2.1.4., p. 10-11 on types of action and activities which may be financed under this call.</p> <p>Please note that in line with the Guidelines for Applicants, section 2.2.4., p. 17, "To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities."</p> <p>The Contracting Authority cannot prejudice the eligibility of the applicant or asses the merits/details of the specific proposal at this stage, i.e. decisions are taken only upon assessment of complete information provided by the specific applicant and/or application in the course of particular evaluation procedure.</p>
2.	Our project will work on reconciliation and regional cooperation with organisations from Serbia and Kosovo. Can we give grants (re-granting) also to organisations from Kosovo in this case?	<p>Please note that according to the Guidelines for applicants section 2.14 "Eligible action: action for which an applicant may be made" p.10 regarding the location of the action, it is stated that all actions must take place in Serbia. In addition, in the same section on p. 12 the financial support to third parties is limited to the civil society organisations in Serbia.</p>
3.	Our project has one of activities related to lobbying and advocating and for this purpose study trip to Brussels for organisations from Serbia and Kosovo is foreseen. Would this be eligible cost?	<p>Please further consult the Guidelines for Applicants, section 2.1.5., on eligibility of costs: costs that can be included.</p>
4.	Can we pay administrative and staff costs (salaries) to partner from Kosovo?	<p>Please see answer to question No.2 and No.3.</p>

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5.	<p>We are one of the founding members of one national network. Is it mandatory to apply as an affiliate entity or is it optional so we can apply as co-applicant?</p>	<p>Please note that in line with the Guidelines for Applicants, section 2.2.4., p. 17, <i>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.”</i> Eligibility of applicants - i.e. lead applicant and co-applicant(s) is defined in section 2.1.1 of the Guidelines for applicants. Please further consult the Guidelines for Applicants, section 2.1.2 on affiliated entities and consider the obligatory requirements under section 2.1.4 - Number of applications and grants per applicants / affiliated entities.</p>
6.	<p>I understand that all activities must take place in Serbia. But in case we take Topic two – cooperation with Kosovo – as the focus of our cooperation, can an organization from Kosovo be our co-applicant?</p> <p>And second: can some of the funds be transferred to the co-applicant, or, for instance, used by the co-applicant to pay for the transportation of their participants to Serbia?</p>	<p>Please see the eligibility criteria set under 2.1.1. Eligibility of applicants - i.e. lead applicant and co-applicant(s), p.6-7 of the Guidelines for applicants. The applicants, co-applicants and affiliated entities must, among other, <i>“be established in<sup>1</sup> a Member State of the European Union or, in a country covered by the Article 10 of the IPA Regulation<sup>2</sup>.”</i></p> <p>Please note that in line with the Guidelines for Applicants, section 2.2.4., p. 17, <i>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.”</i></p>

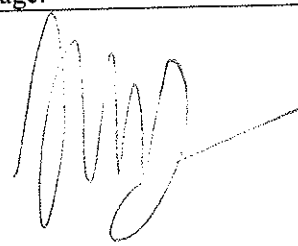


<sup>1</sup> To be determined on the basis of the organisation’s statutes that should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a ‘Memorandum of Understanding’ has been concluded.

<sup>2</sup> Regulation (EU) N°236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union’s instruments for financing external action

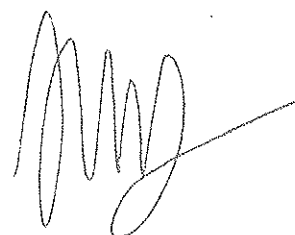
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7.	I wanted to ask whether the trade unions are eligible for this Call for Proposals.	<p>Please see the eligibility criteria set under 2.1.1. <i>Eligibility of applicants (i.e. lead applicant and co-applicant(s), p.6-7 of the Guidelines for applicants. The applicants, co-applicants and affiliated entities must, among other "be civil society organisations".</i></p> <p>The broadest possible understanding about civil society organisations is applied under this call for proposals, as defined in 1999 by the European Economic and Social Committee (CES/1999/851) and further detailed by both the EESC (CES/1999/851, CES/2000/81) and the EC (COM/2002/0704 final, COM/2005/0290 final).</p>
8.	Speaking of regional cooperation, although the project is intended for Serbia's civil society, can some of the beneficiaries be from the region? They can participate in the activities? What about the U.K. after Brexit? Are organizations from the U.K. still considered EU members and can, thus, be applicants and co-applicants?	<p>Please see answer to question No.6.</p> <p>Please note that the UK is still EU member state.</p>
9.	This call for proposals offers three topics around which we should structure our projects ideas. Can we cross-cut, or must we chose only one of the three topics?	According to the Guidelines for applicants section 2.14 " <i>Eligible action: action for which an applicant may be made</i> " on p. 9 the specific sectors or themes to which the actions must relate are specified and there is no limitation to focus on one topic.
10.	If one organization is a member of a confederation or network, can the said organization be an applicant or co-applicant in a different project if the confederation or network is a project applicant itself?	Please see answer to question No.5.
11.	A procedural question: you said at some point that in the evaluation process you will first assess Concept Notes, notify applicants, and only then assess full application forms. If I understood correctly, the organizations will be notified if they passed the Concept Note phase. Will the eligibility [check] be done after that, so any doubling of co-applicants can be determined?	<p>Please note that in line with PRAG article 6.5.8.5, "<i>in the interest of good administrative practice, the evaluation committee can check and then exclude applicants <u>at any stage of the evaluation</u> if it is obvious that the latter do not meet the eligibility criteria</i>".</p> <p>The obligatory eligibility requirements under section 2.1.4 - Number of applications and grants per applicants / affiliated entities are checked at all stages of the evaluation, starting with Concept note stage.</p>



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12.	I have a question regarding budgets. In the instructions it is stated that budgets cannot cover salaries for government employees, correct? What I mean is, if we hire a trainer or anything like that. What does government employee exactly stand for? Does it apply only to the state level or to local governments as well?	According to Guidelines for applicants on page 15, the ineligible costs are, among other, " <i>salary costs of the personnel of <u>national administrations</u></i> ". The national administration should be read as national, provincial and local administration in the Republic of Serbia.
13.	I was submitting the applicants through PROSPECT for the Call for Proposals managed by Brussels. In my experience if you cannot submit application in last half hour, there's the possibility of getting one of those messages, with which you can extend your application time for another half hour. For instance, in cases if you can't access the server. Does that option exist in this PROSPECT?	<p>Please note that there is never the possibility to extend the deadline for one applicant and that this option does not exist in PRAG and consequently not PROSPECT. Once the deadline is reached, PROSPECT changes the status of the call in question from "<i>submission ongoing</i>" to "<i>under evaluation</i>" and prevent any users to further apply to the subject Call for proposals.</p> <p>The server is always accessible, except during the weekly maintenances, which takes place on Mondays 2pm, as indicated on the welcome page of PROSPECT or MEPU <u>which never takes place close to a deadline for applications.</u></p> <p>As instructed by Guidelines for applicants, section 2.2 on page 16, as well as advised during the info session, all users in general and especially users knowing that may have internet connexion problems are strongly advised <u>not to wait until the last minute before the deadline to submit their application in PROSPECT.</u></p>
14.	If one network whose members are ten organizations from the region applies, can one organizations from the region be the lead applicant, while the network itself, which is established in Serbia, is the co-applicant?	Please see answer to question No.5.
15.	Is there any restriction regarding the age of an organization?	No, there are no restrictions regarding the age of the organisations. However, please note that during the full applications evaluation, the financial and operational capacity will be evaluated based on the evaluation grid as published on page 21 of the Guidelines for applicants.



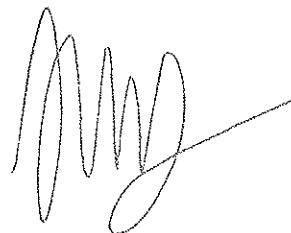
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16.	I have a question regarding simplified costs. You said that a maximum of 60,000 euros could in simplified costs. Does that mean that the salaries for the entire project can amount to a maximum of 60,000 euros?	No. The total amount of financing on the basis of simplified cost options that can be authorised by the Contracting Authority for any of the applicants individually (including simplified cost options proposed by their own affiliated entities) <u>cannot exceed EUR 60 000</u> (the indirect costs are not taken into account). According to the Guidelines for applicants on page 13, for the purpose of this call, the Contracting Authority authorises <u>the use of simplified cost options only for subheading 1.1 and 1.2 Salaries.</u>
17.	It is stated in the Guidelines of the call that only one proposal may be submitted under the above mentioned call for Applicants, Co-applicants and Affiliated entities. Is it possible to be an associate on one project proposal, and a co-applicant on the different one, on the same call of Civil Society Facility Programme 2015?	<p>Please note the roles of Associates are described under section 2.1.3, p.9 of the Guidelines for applicants and that they are different than applicants, co-applicants and affiliated entities.</p> <p>Further to that, please note that the provisions related to "<i>Number of applications and grants per applicants/affiliated entities</i>" (p.12 of Guidelines for applicants) <u>do not include associates</u> and are not related to them.</p> <p>Please note that in line with the Guidelines for Applicants, section 2.2.4., p. 17, "<i>To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.</i>"</p>
18.	Regarding the specific objective of the Call for increasing regional cooperation, our organization is interested in proposing set of actions that improve neighbourly relations between Serbia and Kosovo. Having in mind the changes that you made from the cancelled call EuropeAid/151767/DD/ACT/RS wherein projects for regional cooperation and dialogue between Serbia and Kosovo were explicitly indicated as possible, can you inform us if such intervention is still possible to be funded under this present call. If yes, are the expenditure incurred in the neighbouring country eligible and to what extent.	Please see answers to questions No. 1 and No. 2.



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19.	<p>We noticed that the open call with EuropeAid/152728/DD/ACT/RS deadline 13/09/2016 is very similar to the cancelled call with EuropeAid/151767/DD/ACT/RS with deadline 06/05/2016.</p> <p>Can you please specify:</p> <ul style="list-style-type: none"> <li>- if the two open calls are the same (if the current call is replacing the cancelled call from 06/05/2016)?</li> <li>- if so, are the organization which have submitted Concept Notes for the first call as coordinators or as partners (EuropeAid/151767/DD/ACT/RS) still eligible to now submit full proposals under the new call (EuropeAid/152728/DD/ACT/RS)?</li> </ul>	<p>Please note that the previous call for proposals (EuropeAid/151767/DD/ACT/RS) has been cancelled and replaced by the new, current call for proposals (EuropeAid/152728/DD/ACT/RS) that has been launched.</p> <p>The organizations which have submitted Concept Notes for the cancelled call are free to submit proposals as in line with the rules established in the Guidelines for applicants published under the subject call for proposals (EuropeAid/152728/DD/ACT/RS).</p>
20.	<p>We are preparing project proposal for current Civil Society Facility call and we need just one clarification. All planned activities are in line with given Guidelines for this Call, our question concerns co-applicant. Since this co-applicant "xx" is seen as a very important and valuable partner, we are addressing to you hoping you can provide us with the information if they are eligible as co-applicants for the purpose of this Call.</p>	<p>Please note that in line with the Guidelines for Applicants, section 2.2.4., p. 17, "<i>To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.</i>"</p> <p>In addition to that, please see the eligibility criteria set under 2.1.1. <i>Eligibility of applicants (i.e. lead applicant and co-applicant(s))</i>, p.6-7 of the Guidelines for applicants.</p>



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21.	<p>Supporting documents requirements for the lead applicant requires (According to Section 2.4 of the Guidelines for grant applicants) item 2 " A copy of the lead applicant's accounts of the latest financial year – the profit and loss account and the balance sheet for the last closed financial year". However, and the info session notes also stipulate that the lead applicant should provide a confirmation from the tax authorities of the figures in the P&amp;L despite the fact that these have been uploaded at the relevant Business register Agency. Could you please clarify which confirmation this note is referring to? As far as we know the tax office issues no such confirmation and the original English text does not seem to require it. We intend to supply and upload the data from the official Serbian Business Register Agency. Will be sufficient considering the fact that this confirmation normally comes without signature and stamp?</p>	<p>Please note that no notes from the info sessions exist or have been published, other than the Presentation held and published on <a href="https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&amp;nbPubliList=15&amp;orderby=upd&amp;orderbyad=Desc&amp;searchtype=RS&amp;aofr=152728">https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&amp;nbPubliList=15&amp;orderby=upd&amp;orderbyad=Desc&amp;searchtype=RS&amp;aofr=152728</a></p> <p>The relevant document to be consulted is the Guidelines for applicants, according to which, section 2.4. page 25, point 2 " <i>A copy of the lead applicant's accounts of the latest financial year (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed) must be uploaded in PADOR by the full application deadline. A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies).</i>"</p> <p>The requested supporting documents must be uploaded in PADOR and supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.</p>
22.	<p>If a project envisages one portion of activities outside of Serbia (within Theme 2 - Regional Cooperation), can the project be disqualified on that sole basis?</p> <p>We will of course provide explanation and justification of activities outside Serbia, as well as matching costs.</p>	<p>Please note that according to the Guidelines for applicants section 2.14 "<i>Eligible action: action for which an applicant may be made</i>" on page 10, regarding the location of the action, it is stated that <u>all actions must take place in Serbia.</u></p>
23.	<p>Annex 1. Concept note, i.e. the body of the document does not contain paragraphs marked in the Content as 1.3 (Lead applicant...) and 1.4. (Project. details). Is this an error and should these parts be filled in as well?</p>	<p>Please note that the complete version of all Annexes have been published, including Annex A.1 (Concept Note).</p> <p>Further to this, the sections you refer to have been deleted from the template as they are now to be filled in on-line, in PROSPECT directly, under relevant sections/tabs.</p> <p>Please consult PROSPECT manual for applicants as well as the PROSPECT demonstration movie ("<i>Demo on PROSPECT</i>") published on EuropeAid web site: <a href="https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&amp;nbPubliList=15&amp;orderby=upd&amp;orderbyad=Desc&amp;searchtype=RS&amp;aofr=152728">https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&amp;nbPubliList=15&amp;orderby=upd&amp;orderbyad=Desc&amp;searchtype=RS&amp;aofr=152728</a></p>



