



Belgrade, 13/05/2015

FREQUENTLY ASKED QUESTIONS

European Instrument for Democracy and Human Rights (EIDHR) Country Based Support Scheme (CBSS) 2014 & 2015 for Serbia

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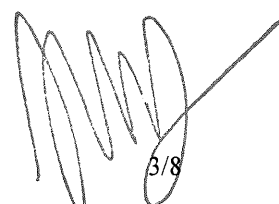
No.	Question	Answer
1.	<p>Our main concern is the overall incomprehensive nature of the technical guidelines provided. From what we can tell, they were first printed out and scanned, and then published in the PDF format. This effectively renders them highly impractical and unnecessarily complicated to use, especially when it comes to unlinked web or email addresses.</p> <p>Given that the application form and requirements fall under the category of more demanding ones, we would argue that it is in everyone's best interest that clear guidelines and good technical support are available. The current guidelines for open call give the impression of sloppy administration and lack of consideration for potential applicants.</p> <p>We hereby kindly call upon you to attend to this issue, for the present and future calls, in order to efficiently assist us in preparing high quality applications.</p>	<p>The tender documentation is divided into two folders: <i>Documents to be completed</i> and <i>Documents for Information</i>. In the folder <i>Documents to be completed</i> Grant Application Form is in Word format and Budget and Logical Framework are in Excel format. Since these are only documents that the applicant should complete, they are published in open format. In annex to this Frequently Asked Questions, the electronic editable version is now also provided. However, please note that a non-editable scanned version of the Guidelines for Applicants is the relevant document and in case of differences between two documents (non-editable PDF and editable electronic version), the non-editable PDF version will prevail.</p>
2.	<p>Are there any restrictions regarding number of applications in which co-applicant/affiliated entity can participate in (as co-applicant/affiliated entity)? From 2.1.3 of the Guideline for applicants we understood that applicant can be a co-applicant/affiliated entity in another application at the same time. However, we are not sure we understand if organization who is not the applicant can be co-applicant/affiliated entity in more than one applications, at the same time? Also if co-applicant can be awarded more grants?</p>	<p>Please note that as in line with Guidelines for applicants, 2.1.3- number of applications and grants per applicants:</p> <ul style="list-style-type: none">• it is correct that an applicant may be a co-applicant or an affiliated entity in another application at the same time, as well as• that a co-applicant/affiliated entity may be the applicant or an affiliated entity in another application at the same time.

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		<p>However, please note that:</p> <ul style="list-style-type: none"> • a co-applicant/affiliated entity may not submit more than one applications under this Call for Proposals, and that • a co-applicant/affiliated entity may not be awarded more than one grant under this Call for Proposals. <p>Please note that the same restriction applies for the applicants:</p> <ul style="list-style-type: none"> • The applicant may not submit more than one application under this Call for Proposals. • The applicant may not be awarded more than one grant under this Call for Proposals.
3.	<p>Are Value added elements in pages 4 and 5 of Guidelines necessarily (mandatorily) scored in evaluation of the application and how many points can they be assigned individually, bearing in mind that a maximum number of points in the evaluation is 5 (chapter 2.3, (1) evaluation grid point 1.4):</p> <p>a. Participation; b. Geographical focus; c. Linkage to Chapters 23 and 24</p>	<p>Value added elements are mandatorily scored according to the section 2.3 (1) of the Guidelines for applicants, part 1.4. of the evaluation grid for Concept Notes.</p> <p>Value added elements will be evaluated based on the information presented in the specific application describing these value-added elements.</p>
4.	<p>Is it possible that some project be assigned 5 points in the evaluation for value added (chapter 2.3, (1) evaluation grid point 1.4) although it does not fit in the description specified under “Geographical focus” in the manner defined in Guidelines on page 5?</p>	<p>Please see answer no. 3.</p>
5.	<p>Is it possible that some project be assigned 5 points in the evaluation for value added (chapter 2.3, (1) evaluation grid point 1.4) although it does not fit in the description specified under “Linkage to Chapters 23 and 24” in the manner defined in Guidelines on page 5?</p>	<p>Please see answer no. 3.</p>
6.	<p>If the Association of NGOs, registered as a legal entity, applies for the project how are the NGOs (which form that Association) treated: as applicants as well, or not.</p> <p>More precisely, if that Association is an</p>	<p><i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4., p. 16).</p>

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	applicant and one of the organisations, which is a member of that Association, applies with its own project, would both applications be rejected on the basis of more than one application.	
7.	Is purchase of equipment, more precisely computers, eligible cost of the action?	In line with article 14 of the General Conditions applicable, purchase costs for equipment (new or used) and supplies specifically for the purposes of the Action shall be eligible, provided that ownership is transferred at the end of the Action when required in Article 7.5., and that they fit within the objectives of the call for Proposal.
8.	Audit: Is it required and necessary in this Call for proposals that the applicant envisages costs of audit in the project budget if the project budget in the amount of EU donation exceeds 100,000 EUR?	In line with article 15.7 of the General Conditions applicable, the Coordinator must provide an expenditure verification report for any final report in the case of a grant of more than EUR 100 000.
9.	Regranting: Is it possible that DEU additionally describes and-or illustrates regranting in the sense of the project budget – in that sense, is it more convenient that regranting budget be shown in the budget category 5 or in the budget category 6?	Financial support to third parties must be identified under budget heading 6. For more details please see Guidelines for applicants: Financial support to third parties p.10.
10.	Does a regranted project beneficiary have the right to exempt its donation from VAT, such as the case with the beneficiaries of DEU donation with whom DEU signed a contract?	The recipients of financial support to third parties can be VAT exempt. For additional information please see Annex J – Tax regime (document available under the tender documentation folder "Documents for Information").
11.	If a regranted project beneficiary needs to purchase goods subject to VAT, can such cost be shown and would it be recognized?	<p>Please see answer no. 10.</p> <p>Further to this, for all procurement activities related to the grant, please consult Annex G-IV - Contract award procedures (document available under the tender documentation folder <i>Documents for Information</i>).</p> <p>Please further note the restrictions for the financial support to third parties:</p> <ul style="list-style-type: none"> • For LOT 2 only applicants may propose financial support to third parties in order to help achieving the objectives of the action • The maximum amount of financial

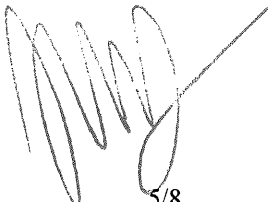


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		<p>support per third party is EUR 60,000.00</p> <ul style="list-style-type: none"> • Under this Call, financial support to third parties may not be the main purpose of the action
12.	<p>Questions about ineligible costs: Does the restriction in the sense of ineligible cost of “salary cost of the personnel of national administrations, unless otherwise specified in the special Conditions and only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the Action were not undertaken.” pertain to the situation where:</p> <ul style="list-style-type: none"> - The person is an employee of the national administration – where that administration is not a beneficiary in the action – and he/she is at the same time engaged part-time by an NGO? - E.g. Can an NGO from Eastern Serbia, on a project implemented in Eastern Serbia, engage and pay from the project budget a years-long human rights activist who is employed in Šabac City Library to be a trainer on a two-day training for trainers to be held in Eastern Serbia (potential project engagement of that person has nothing to do with the fact that the person is an employee of a public administration)? 	<p>As specified in the Guidelines for applicants, section 2.1.4, listed under the Ineligible costs are, among other listed “<i>salary costs of the personnel of national administrations, unless otherwise specified in the Special Conditions and only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the Action were not undertaken.</i>” As there are no other exceptions allowed in the special conditions, please note that this cost is considered as not eligible.</p> <p>Please further note that, in order “<i>to ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities.</i>” (Guidelines for Applicants, section 2.2.4., p. 16).</p>
13.	<p>For the purpose of this grant scheme, is there a difference between employees of local administrations (local self-governments and entities founded by local self-governments) and employees of central-national administration (republic bodies and entities founded by the republic)?</p>	<p>For the purpose of this grant scheme, there is no difference between <u>employees</u> of local administrations (local self-governments and entities founded by local self-governments) and <u>employees</u> of central-national administration (republic bodies and entities founded by the republic). Employees is understood here as staff working under the authority of any administration no matter the link. However, please note that consultants are not considered as employees.</p>
14.	<p>Is it necessary that all activities should be implemented in Serbia? Is it allowed to have field research in member states?</p>	<p>As in line with Guidelines for applicants 2.1.3- Location (p.9), actions must take place in the Republic of Serbia.</p>
15.	<p>Can you explain the meaning of the lump-sums in the simplified costs options?</p>	<p>As specified in the Guidelines for applicants, section 2.1.4 (p.12).: “<i>lump sums are covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.</i>”</p> <p><i>Example: global cost for the organisation of</i></p>

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		<p><i>an opening event, global cost for the production of information videos etc.</i></p> <p>For additional information please see Annex K – Guidelines and Checklist for assessing Budget and Simplified cost options (document available under the tender documentation folder "Documents for Information")</p>
16.	<p>Is it necessary to have a prior written authorization for the use of indirect costs? Should we provide the supporting documents for indirect costs?</p>	<p>No, it is not necessary to have a prior written authorization for the use of indirect costs. As specified in the Guidelines for applicants, section 2.1.4.: <i>"once the flat rate has been fixed in the special conditions of the standard grant contract, no supporting documents need to be provided"</i>.</p> <p>However, please note that the indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7 % of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The applicant may be asked to justify the percentage requested before the contract is signed.</p> <p>Please further note that the budget may include a contingency reserve not exceeding 5 % of the estimated direct eligible costs. The contingency reserve can, however, only be used with the prior written authorization of the Contracting Authority.</p>
17.	<p>Should we delete part B of the Grant Application Form when submitting the Concept note, in order to save the paper?</p>	<p>To reduce expense and waste, we strongly recommend that paper version of the Concept note submitted does not contain part B of the Grant Application Form. Please also use double-sided printing if possible.</p>
18.	<p>Should Associates be registered in the Serbian Business Registers Agency (Agencija za privredne register)?</p>	<p>As specified in the Guidelines for applicants, section 2.1.2.(p.8): <i>"Associates do not have to meet the eligibility criteria referred to in section 2.1.1."</i> and therefore, for the purpose of this grant scheme, the associates do not have to be registered in the Serbian Business Registers Agency.</p>

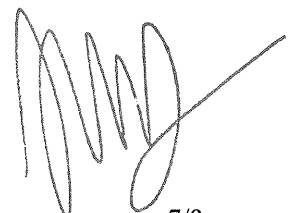


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19.	Regarding co-financing of 50 – 95%: will applications have better scores if the request for EU contribution is lower?	<p>The percentage of co-financing will not be scored.</p> <p>However, in relation to this, please take note of the section 2.3. of the Guidelines for applicants, in particular part 5. on Budget and cost-effectiveness of the action:</p> <ul style="list-style-type: none"> • part 5.1 of the evaluation grid for Full Application: "Are the activities appropriately reflected in the budget?" and • part 5.2 "Is the ratio between the estimated costs and the expected results satisfactory?". <p>Please also mind that in the full application stage, in line with the Guidelines for applicants section 2.3 (2), part 1 of the Evaluation grid, the financial and operational capacity of the candidates will be scored as presented therein.</p>
20.	In case where we have 2 partner organisations where one is newly established and the second one is the organisation with lot of experience and if they apply together, should they apply for Lot 1 or for Lot 2?	Thematic focus of both lots is the same with the only difference being the size of the requested grants. The applicant will chose the size of the requested grant.
21.	The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority - minimum 5.00 % and maximum 50.00 %) should be only in cash or it can be in kind contribution?	Please note that in line with Guidelines for applicants section 2.1.4. (p.13): " <i>Contributions in kind may not be treated as co-financing</i> ".
22.	Regarding added-value elements in the evaluation grid, part 1.4 states: "Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices" and it does not mention the additional added-value elements?	<p>Please note that in section 2.3 the evaluation grid for Concept Notes, part 1.4 states: "<i>Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices or other additional elements indicated under 1.2. of these Guidelines?</i>"</p> <p>For value added elements please refer to the Guidelines for applicants section 1.2, p. 4.</p>

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23.	Should co-applicants be non-governmental organizations or they can be municipalities or governmental organizations?	According to part 2.1.1. of the Guidelines: " <i>Co-applicant(s) must satisfy the eligibility criteria as applicable to the applicant himself</i> ". For requirements on eligibility of applicants (i.e. applicant and co-applicant(s)) please see the Guidelines for Applicants, section 2.1.1. p.6-p.8.
24.	If the project proposal has more co-applicants will it be scored better?	Please see the Guidelines for applicants, section 2.3. Evaluation and selection of applications. Further to this, please note that in line with the Guidelines for applicants, section 2.1.1. (p.7) " <i>At least two co-applicants are mandatory in case the applicant is a CSO not established in Serbia</i> ".
25.	Is the applicant expected to develop the financial support to third parties further in the application?	In line with section 2.1.3 of the Guidelines, only applicants for Lot 2 may propose financial support to third parties in order to help achieving the objectives of the action. The main applicant is expected to develop it further in the description of the financial support award mechanism that will be part of its application. Please also note that under this Call, <u>financial support to third parties may not be the main purpose of the action</u> . For more details please see Guidelines for applicants: Financial support to third parties p.10. Please also see answer no.11.
26.	Should we define the types of organizations which may receive financial support?	In line with section 2.1.3 of the Guidelines for applicants (p.10): " <i>In compliance with the present guidelines and notably of any conditions or restrictions in this section, applicants should define mandatorily in section 2.1.1 of the grant application form: (iii) the types of persons or categories of persons which may receive financial support</i> "
27.	If we have local self-government as associates, can we pay them per diem or travel costs?	Yes, associates can receive per-diems or travel costs, as specified in the Guidelines for applicants, section 2.1.2.(p.8): " <i>Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs.</i> "



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28.	Are the salary costs of the personnel of local self-government eligible if they are at the same time member of some non-governmental organisations?	Please see answer no. 12.
29.	During registration in PADOR we have found out that the translation of statute in English is obligatory. Is it necessary to register in PADOR for this first phase, or we could send off-line form attached to the Guidelines?	<p>As specified in the Guidelines for applicants, section 2.2. (p.14):</p> <p><i>"Prior registration in PADOR for this Call for Proposals is obligatory.</i></p> <p><i>- Phase 1, concept note: Registration in PADOR is obligatory for an applicant applying for grants above EUR 60, 000.</i></p> <p>Registration is optional though strongly recommended for:</p> <p><i>- An applicant applying for grants of EUR 60,000 or less;</i></p> <p><i>-co-applicant(s) and affiliated entity(ies)."</i></p> <p>Please further note that in phase 2, the full application phase, registration in PADOR is obligatory for all pre-selected applicants, co-applicant(s) and all their affiliated entity(ies).</p>

