



Belgrade, 21/05/2015

FREQUENTLY ASKED QUESTIONS

Media Programme 2014

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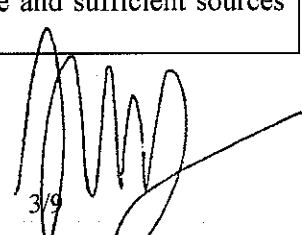
No.	Question	Answer
1.	Please clarify if an applicant can act as a co-applicant in another project.	Please note that for this Call for proposals, as in line with the Guidelines for applicants, 2.1.4 <i>Number of applications and grants per applicants, p.10-p.11</i> , the applicant <u>may not be</u> a co-applicant or an affiliated entity in another application at the same time.
2.	Please clarify if only legal person can apply. If a company has two registered media, one being a portal and the other newspapers, can both apply or only the one with the status of a legal entity?	In line with the Guidelines for applicants, 2.1.1. <i>Eligibility of applicants (i.e. applicant and co-applicant(s))</i> , the applicant <u>must be a legal person</u> .
3.	Please clarify if we can apply with the same project that was submitted for last call for proposals but was not funded (it was on the reserve list) given that it is in line with the theme one on the efficiency in judiciary. If this project is updated with comments that were received at time, is it regarded as a new one or this is not recommended to be done?	If the project in question did not receive EU funding before, you may submit it under current call. However, "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." (Guidelines for Applicants, section 2.2.4., p. 15).
4.	Please clarify what is budgeted under Administrative costs of 7%.	In line with the Guidelines for applicants, 2.1.5. Eligible indirect costs, p.12: the indirect or administrative costs represent those costs incurred in carrying out the action, but that were <u>not assigned to any other budget heading</u> (for e.g. office costs, telephone costs, etc.), i.e. these indirect costs are eligible provided that they do not include costs assigned to another budget heading. The applicant may be asked to justify the percentage requested before the contract is signed.
5.	According to the experience, is it better that the focus of the project is on one theme or that it encompasses all given the duration and the importance of the sector?	In line with the Guidelines for Applicants, section 2.2.4., p. 15, "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."

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6.	We have received a funding from the Ministry of Culture for the project on social dialogue – labour rights in the negotiations process. Can these funds represent our contribution if we decide to structure our project to be in line with similar theme in the area of protection of rights?	In line with the Guidelines for Applicants, section 2.2.1. <i>Concept Note content</i> , own contributions by the applicants can be replaced by other donors' contributions at any time if the donor's rules allow it. Please also note that in line with section 1.3 of the Guidelines for Applicants, The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget or the European Development Fund.
7.	Please clarify if we need to budget for the audit or it will be done centrally by the EU Delegation.	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.
8.	Please clarify if lump sum or flat rate is to be mentioned at this stage of concept note submission but also in the phase of the full application, when it will need to be justified in detail.	These forms of costs represent the simplified cost options, which are part of the Annex B <i>Budget</i> that is not required at this stage. In line with the Guidelines for Applicants, section 2.2.1. <i>Concept Note content</i> , applications must be submitted in accordance with the Concept Note instructions in the Grant Application Form annexed to the Guidelines for applicants (Annex A, Part A). Furthermore, please note that in line with the Guidelines for Applicants, section 2.1.5. <i>Eligibility of costs: costs that can be included</i> , p. 12, "For the purpose of this call, the Contracting Authority authorises the use of simplified cost options only to the following budget subheadings: 1.1 and 1.2 Salaries." For additional information please see Annex K – Guidelines and Checklist for assessing Budget and Simplified cost options (document available under the tender documentation folder "Annexes for Information").
9.	How will the EU Delegation act towards those media that are undergoing privatization process? What will happen if certain media pass the concept note evaluation but at the end does not manage with the privatization hence the grant will not be awarded to this specific one. Will this be seen as unfortunate circumstance? What is the position of the EU Delegation?	In line with the Guidelines for Applicants, section 2.3., Step 3: <i>Verification of eligibility of applicants and affiliated entities</i> , please note that <u>the eligibility verification</u> , based on the supporting documents requested by the Contracting Authority will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope. Therefore, considering the deadline for privatization (1. July 2015), relevant applicants should have time to update PADOR with additional information and relevant supporting documents, as in line

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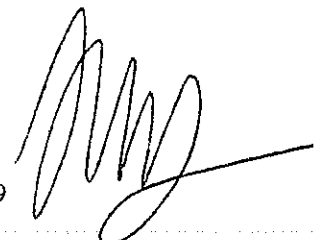
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		<p>with section 2.4 of the Guidelines for applicants. However, please take note of the relevant provisions of PRAG 6.5.8.5 Eligibility checks: <i>"While the eligibility checks are usually carried out only for the provisionally selected applicants at the end of the procedure, the evaluation committee may decide to check eligibility at any previous step in the procedure. In the interest of good administrative practice, the evaluation committee can check and then exclude applicants at any stage of the evaluation if it is obvious that the latter do not meet the eligibility criteria."</i></p>
10.	<p>With regards to the training of local media in the area of analytical and investigative journalism, does it include the training of the media management?</p>	<p>No, in regards to the training of local media in the area of analytical and investigative journalism, only journalists are eligible for training.</p>
11.	<p>Is the research on the media consumption possible under this call for proposals?</p>	<p>Yes, if the research in question is in line with the themes of this call for proposals.</p>
12.	<p>In case one agency has moved from one to another city and the VAT number no longer exists, does the curriculum of that agency remain valid since the name remained the same? This new legal entity has 20 years of experience but acts only under new name.</p>	<p>The applicants must satisfy all requirements mentioned in the Guidelines for applicants, section 2.1.1. <i>Eligibility of applicants (i.e. applicant and co-applicant(s)).</i> <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. 15). Please also see answer to question no.9.</p>
13.	<p>Please clarify if public service media can participate to this call for proposals.</p>	<p>Yes it can participate as long as it satisfies all requirements mentioned in the Guidelines for applicants, section 2.1.1. <i>Eligibility of applicants (i.e. applicant and co-applicant(s)).</i> Please also note that in line with the Guidelines for applicants, section 2.4 <i>Submission of supporting documents for provisionally selected applications</i>, footnote 10, p. 21, <i>"Where the applicant and/or a co-applicant(s) and or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided."</i></p>
14.	<p>The eligibility criteria do not require that newly established legal entity exists for minimum three years. However, the full application and the evaluation grid indicate that this can actually cause a problem to an applicant since newly established legal entity does not have financial data to show in PADOR. This means that an applicant may be scores less when the financial capacity is assessed.</p>	<p>In line with Guidelines for Applicants section 2.3, Step 2, p.19, the Financial and operational capacity is assessed against four sub-criteria. All sub-criteria except 1.4, apply to applicant, co-applicant and affiliated entity (if any). In a case of sub-criterion 1.4, (1.4 <i>"Does the lead applicant have stable and sufficient sources of finance?"</i>), it is the lead applicant that is assessed of having stable and sufficient sources of finance.</p>



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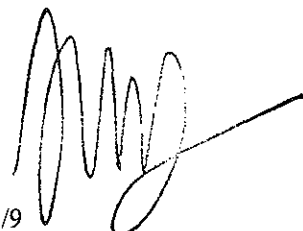
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15.	The applicant is required under section 2.1.7. <i>Applicant's experience</i> of the Application form to list grants managed in the past three years. If newly formed legal entity employs persons that once were employed by the old legal entity, is it possible that they list previous experience as required three-years' experience of newly formed legal entity?	Please note that the relevant experience to be listed is related to the experience in actions managed by an organization in the past three years and not individuals.
16.	Please clarify if the financial capacity is assessed for co-applicants as well.	No, as in line with Guidelines for Applicants section 2.3, Step 2, p.19, sub-criterion 1.4, it is <u>the lead applicant</u> that is assessed of having stable and sufficient sources of finance. However, as in line with the remaining sub-criteria (from 1.1. to 1.3), it is the experience of project management, the technical expertise and management capacity that are assessed for co-applicants as well.
17.	The evaluation grid mentions 'applicants'. Given that the definition of 'applicants' listed under section 2.1 of the Guidelines includes applicant and co-applicants, then a financial capacity of co-applicants is assessed as well.	Please see answer to question 16.
18.	Please clarify if members of Media Association (network) that will be included as a target group in the action (training, production, broadcasting) must act in the project in the capacity of affiliated entities.	Please consult Guidelines for Applicants, section 2.1.2. Affiliated entities on detailed explanation which entities may be considered as affiliated entities. Please also note that, " <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. 15).
19.	Please clarify if sub-granting is obligatory for type of activity (v) <i>Analytical and investigative journalism trainings for local media that include sub-granting for media productions covering specific sector/themes relevant to this Call for Proposals.</i>	No, it is not obligatory. It is only for type of activity (v) <i>Analytical and investigative journalism trainings for local media that include sub-granting for media productions covering specific sector/themes relevant to this Call for Proposals</i> , that applicants <u>may propose</u> financial support to third parties in order to help achieving the objectives of the action for the activity (Guidelines for applicants, section 2.1.4. <i>Eligible actions: actions for which an application may be made</i> , p. 10).



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20.	Please clarify what is meant by 'technical expertise'.	The core meaning of "technical expertise" for the purpose of this Call is the capability to perform the duties of one's profession generally, or to perform a particular professional task with skill of an acceptable quality, as well as to possess specific knowledge of the issues to be addressed.
21.	Please clarify if projects that use internet only are appropriate or it should encompass some other media types.	In line with the Guidelines for applicants, section 2.1.1 <i>Eligibility of applicants (i.e. applicant and co-applicant(s))</i> , b) on-line media are eligible for a grant. Further to this, please note that in order to be eligible for a grant, the applicant must satisfy all criteria listed under section 2.1.1 Eligibility of applicants (i.e. applicant and co-applicant(s)), p.6 of the Guidelines for applicants. However, "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." (Guidelines for Applicants, section 2.2.4., p. 15).
22.	Please clarify if the applicant must cover the pre-financing from its own contribution.	No, The applicant must provide its own contribution during the project implementation, while the pre-financing is executed as set out in Article 4 of the Special Conditions.
23.	Please clarify if there will be another possibility to ask for clarifications in the period after submission of concept notes but before full application submission.	Please note that in line with the Guidelines for applicants, section 2.2.4.- <i>Further information about Concept Notes</i> , p.15 Questions may be sent by e-mail no later than 21 days before the deadline for the submission of concept notes (15/05/2015 by 16:00 CET) and the replies will be given no later than 11 days before the deadline for submission of Concept Notes (25/05/2015). However, please also note that in the stage of Full Applications and for applicants invited to submit a full application, there are also <i>Further information about Full Application forms</i> , following the same principle (Guidelines for applicants, section 2.2.8.- <i>Further information about Full Application forms</i> , p.17).
24.	Please clarify if the action locations should be throughout Serbia.	Please note that the action must take place in the Republic of Serbia, whereas certain types of activities (should the activities described in the project proposal involve investigative work, recording or similar activities) may take place outside Serbia (Guidelines for applicants, section 2.1.4, p. 9).



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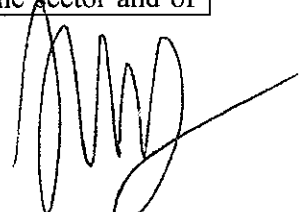
No.	Question	Answer
25.	Please clarify if the activities within the project may take place on the South of Serbia and Kosovo.	Please see the answer to question 24. However, <i>"To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities."</i> (Guidelines for Applicants, section 2.2.4., p. 15).
26.	Please clarify the status of those media established by the NGOs or the citizens' associations. Who will apply in that case – the citizens' association as a founder or the media itself that is separately registered but has the same ID number as the founder-NGO?	Please 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. 15). Further to this, please note that in line with the Guidelines for Applicants, section 2.2.1, b) p. 6, media associations can also apply.
27.	Please clarify if separate account is required should the grant be awarded. Is it necessary to ensure that the amount of co-financing is available on this account?	Please note that Article 16 of the General Conditions apply: <i>"The accounts:</i> <i>a) may be an integrated part of or an adjunct to the Beneficiary(ies)'s regular system;</i> <i>b) shall comply with the accounting and bookkeeping policies and rules that apply in the country concerned;</i> <i>c) shall enable income and expenditure relating to the Action to be easily traced, identified and verified."</i> For further details, please refer to article 16 of General conditions, p.20 (document available under the tender documentation folder "Annexes for Information").
28.	Please clarify if the project can cover two of proposed themes.	Yes it can, as there are no limitations to the number of themes.
29.	Please clarify if the citizens' association that has founded certain media will list its data in the application instead of the media itself given that founded media has no status of legal entity in the Agency for Business Registers.	The data in the concept note application form will be of the specific entity formally applying for the grant. To be eligible for a grant, the applicant must satisfy all criteria listed under section 2.1.1. <i>Eligibility of applicants (i.e. applicant and co-applicant(s))</i> of the Guidelines for applicants.
30.	Please clarify if logframe is to be submitted with the full application.	Please note that as in line with the Annex A - Grant Application Form (document available under the tender documentation folder "Annexes to be Completed") section 2.1.5 Logical Framework, that is to be submitted in the form of Annex C Logical Framework (document available under the tender documentation folder "Annexes to be completed"). Please also note that the <u>submission of the logframe is obligatory for all Grants under this Call for Proposals and consult the published</u>

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		Checklist For The Full Application Form, section 7, p.42, point 9 of the Annex A_ - Grant Application Form (document available under the tender documentation folder "Annexes to be Completed").
31.	Since the costs of civil servants are not eligible how will it be regulated if they are participants to the training? Which costs can be covered if they are attending the training outside of Belgrade?	Please note that in line with Guidelines for Applicants, section 2.1.5. Ineligible costs, p.13 " <u>salary costs of the personnel of national administrations</u> " are listed as ineligible costs. Please note that all other costs, provided they are in line with the provisions set by Guidelines for applicants, section 2.1.5 <i>Eligibility of Costs: costs that can be included</i> , should be assigned under relevant budget heading as in line with the Annex B Budget (document available under the tender documentation folder "Annexes to be Completed").
32.	Please clarify the term 'civil servant'. Is it any person paid from the budget of the Republic of Serbia of local self-governments? What is the status of those employees in legal entities, agencies and others that were founded by the Republic of Serbia but are not directly financed from the budget?	In line with the Guidelines for Applicants published for this call, section 2.1.5. Ineligible costs, p.13 " <u>salary costs of the personnel of national administrations</u> " are mentioned and listed as ineligible costs. Please 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. 15).
33.	Please clarify if media founded by the citizens' association and de facto not registered in the Agency for Business Registers as media but as citizens' association not can act as an applicant and not only as a co-applicant.	Please 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. 15). Further to this, please note that in order to be eligible for a grant, the applicant must satisfy all criteria listed under section 2.1.1 <i>Eligibility of applicants (i.e. applicant and co-applicant(s))</i> , p.6 of the Guidelines for applicants.
34.	Please clarify whose experience will be assessed in a case of an international organisation with the representation office in Belgrade – the experience of the international organization or of the one here.	Please note that in line with Guidelines for Applicants section 2.3, Step 2, p.19, the financial and operational capacity <u>of the applicants (i.e. applicant and co-applicant(s)) and if applicable of the affiliated entities</u> will be assessed for sub-criteria 1.1 to 1.3, except for the sub-criterion 1.4, that is related only to the lead applicant.
35.	Please clarify if the source of the co-financing share is to be listed in the concept note. Can this be regarded as advantageous information?	In line with the Guidelines for Applicants, section 2.2.1. <i>Concept Note content</i> , applications must be submitted in accordance with the Concept Note instructions in the Grant

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		<p>Application Form annexed to the Guidelines for applicants (Annex A, Part A). Only the required information in line with the published evaluation and selection criteria described in the Guidelines for applicants, section 2.3, step 1, will be assessed.</p> <p>Please also consult the published Checklist For The Concept Note, section 2, p.9 of the Annex A_ - Grant Application Form (document available under the tender documentation folder "Annexes to be Completed").</p>
36.	<p>Please clarify if submitted logframe for projects of lesser value of EUR 100,000 may get additional points.</p>	<p>Please note that the <u>submission of the logframe is obligatory for all grants under this Call for Proposals</u> and consult the published Checklist For The Full Application Form, section 7, p.42, point 9 of the Annex A_ - Grant Application Form (document available under the tender documentation folder "Annexes to be Completed").</p> <p>Please also see answer to question no.30.</p> <p>The evaluation will be carried out as described in the Guidelines for applicants, section 2.3., step 2 and the evaluation grid published.</p>
37.	<p>When the news agency is owned by the Government of the Republic of Serbia and if we apply with a project, we will engage our staff that is paid by the agency, hence, how will we budget their salaries especially given that they are then regarded as civil servants?</p>	<p>Please see answer to question no.32.</p>
38.	<p>We would be grateful if you can define in more detail meaning of the term "personal of national administration" in section 2.1.5 (eligible and ineligible costs page 13). Would you define employees of National Bank of Serbia and employees of Anti-Corruption Agency as a personnel of National administration? Which cost of their work would be eligible cost?</p>	<p>Please see the answer to question 32.</p>
39.	<p>In the PADOR form, data for the last three years should be inserted. However, our organization has only been established less than two years ago. Does this mean that our proposal will be automatically rejected for the sole reason of not having three or more years of existence? Although technically this is a PADOR-related question, it concerns the evaluation process so we are sending it to this address.</p>	<p>As specified in the Annex A_ - Grant Application Form (document available under the tender documentation folder "Annexes to be Completed"), sections 2.1.7 Applicants experience and 2.1.8 Co-applicants experience, p.16-p.17., the information provided there will be used to assess sufficient and stable experience in managing actions in the same sector and of a comparable scale to the one for which a grant is being requested. Please note the information to be provided there should constitute a detailed description of actions in the same sector and of</p>



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		<p>a comparable scale to the one for which a grant is being requested managed by your organisation <u>in the past three years, and not minimum three years or more.</u></p> <p>Further to this, 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. 15).</p>
40.	<p>When saying that "registration in PADOR is optional, though strongly recommended" for applicants applying for grants of 60.000 EUR or less - does the term "strongly recommended" imply that not registering in PADOR in the Concept Note stage will negatively affect the evaluation of the proposal? If not, are there any other potential negative consequences of not registering in PADOR in the Concept Note stage?</p>	<p>As specified in the Guidelines for applicants, section 2.2. (p.14):</p> <p>"Phase 1, concept note: Registration is optional though strongly recommended for:</p> <ul style="list-style-type: none"> - An applicant applying for grants of EUR 60,000 or less; -co-applicant(s) and affiliated entity(ies)." <p>Therefore the applicants applying for grants of 60.000 EUR or less do not have to register in PADOR in the concept notes stage.</p> <p>However, please further note that in phase 2, the full application phase, registration in PADOR <u>is obligatory for all pre-selected applicants, co-applicant(s) and all their affiliated entity(ies).</u></p>

