



DELEGATION OF THE EUROPEAN UNION
TO THE REPUBLIC OF SERBIA

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FREQUENTLY ASKED QUESTIONS No. 2

Support to Civil Society Project

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A. ELIGIBILITY

A.1 APPLICANTS

No	Question	Answer
1.	As we are independent production group and a private company, can we apply for the Call of Proposals?	<ul style="list-style-type: none"> Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
2.	Can sport clubs and organisations apply? Are they eligible as the artistic clubs are?	<ul style="list-style-type: none"> Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
3.	Please advise us whether the Church choir may participate in the "Support to Civil Society" Project. The Choir is not individually registered as a legal entity...	<ul style="list-style-type: none"> Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
4.	Are there any restrictions towards the registration date of the legal person applying for the grant?	No, there are no restrictions concerning the date of registration of the applicant and partner(s) under this call for proposals.
5.	Can associations of people with disabilities act as applicants?	<ul style="list-style-type: none"> Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
6.	Can hospitals act as applicants?	<ul style="list-style-type: none"> Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>

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7.	Can National Minority Councils apply? Are they considered as civil society organizations?	<ul style="list-style-type: none"> Any civil society organisations meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
8.	Are the Chambers of Commerce eligible to apply as applicants?	<ul style="list-style-type: none"> Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
9.	Can newly established organisations apply for funding?	<ul style="list-style-type: none"> Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
10.	Can individual media apply?	<ul style="list-style-type: none"> Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
11.	If the applicant is an organization from one of the IPA countries, and has its branch in Serbia, who should we consider as an applicant?	<ul style="list-style-type: none"> Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
12.	Can EU based organizations act as applicants?	<ul style="list-style-type: none"> Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>

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13.	Are only organization based in EU countries and also in Serbia eligible to apply?	<p>“Participation in the award of procurement or grant contracts financed under this Regulation shall be open to all... legal persons who are established in a Member State, a country that is a beneficiary of this Regulation, a country that is a beneficiary of the European Neighbourhood and Partnership Instrument, or a Member State of the European Economic Area.” (Article 19.1 of Regulation 1085/2006)</p>
14.	Can a library act as applicant on this Call for Proposals?	<ul style="list-style-type: none"> • Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. <p>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.” (Guidelines for Applicants, section 2.2.4, p.13).</p>
15.	Can an NGO that is registered in Serbia, and originates from Switzerland apply?	<ul style="list-style-type: none"> • Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. <p>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.” (Guidelines for Applicants, section 2.2.4, p.13).</p>
16.	Can Radio Television Serbia act as an applicant, partner or associate?	<ul style="list-style-type: none"> • Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. • Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. • There are no limitations for associates. <p>“<i>In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.</i>” (Guidelines for Applicants, section 2.2.4, p.13).</p>

A.2 PARTNERS

No	Question	Answer
17.	Can the National Employment Services be eligible as partners?	<ul style="list-style-type: none"> • Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <p>“<i>In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.</i>” (Guidelines for Applicants, section 2.2.4, p.13).</p>

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18.	Can local communities (mesne zajednice) act as partners?	<ul style="list-style-type: none"> Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
19.	Can OSCE act as partner?	<ul style="list-style-type: none"> Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
20.	Can the partner of the project be a public organization – for example National Museum in Belgrade – or it must be a NGO?	<ul style="list-style-type: none"> Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
21.	Are primary schools and secondary schools considered education institutions, are they eligible for partners?	<ul style="list-style-type: none"> Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
22.	Can we have institutions from social protection as partners?	<ul style="list-style-type: none"> Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
23.	Is a local self-government eligible for a partner of a NGO active in the area of culture?	Local self-governments are eligible partners only under Specific Objective 2.
24.	Can we have a Norwegian organization as partner?	<p>“Participation in the award of... grant contracts... shall be open to all... legal persons who are established in a... Member State of the European Economic Area.” (Article 19.1 of Regulation 1085/2006)</p> <p>Norway is a Member State of the EEA.</p>

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25.	Is standing conference of towns and municipalities eligible to apply as partner – local authority?	<ul style="list-style-type: none"> Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
26.	Can we have institution of culture as a partner for projects falling under specific objective 2?	Cultural institutions are eligible partners only under <i>Specific Objective 1</i> .
27.	Can institution of culture that is funded from the budget be eligible as partner?	<ul style="list-style-type: none"> Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
28.	Can we have Ministry as a partner?	<ul style="list-style-type: none"> Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
29.	Can we have as a partner a private company?	<ul style="list-style-type: none"> Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
30.	Is the ... Local Energy Agency, which is registered as a public non-profit agency (Bureau) eligible to be a partner for Action 2 – specific goal	<ul style="list-style-type: none"> Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
31.	Is a cultural institution eligible to be a partner organisation?	<ul style="list-style-type: none"> Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>

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32.	Are the public utility companies eligible partners?	<ul style="list-style-type: none"> Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
33.	Are the Regional Agencies for Enterprise Development eligible partners?	<ul style="list-style-type: none"> Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
34.	Is a State or Province authority (e.g. Provincial Secretariat for Local Self-Government) eligible to be a partner for actions under Specific Objective 2?	<ul style="list-style-type: none"> Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>

A.3 ASSOCIATES

No	Question	Answer
35.	Can co-sponsors act as associates or partners?	<ul style="list-style-type: none"> Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p> <p>Any legal entity or natural person may be involved in the action as an associate.</p>
36.	Are there any limitation concerning the number of associates per a project?	There is no limitation on the number of associates per project, but the participation of each one of them shall be well justified and confirmed, as provided in section 2.1.2 of the Guidelines for Applicants (page 7).

A.4 ACTIONS

No	Question	Answer
37.	Are projects aiming at supporting vulnerable groups eligible?	<i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).

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38.	Can we apply with a project that aims at launching enterprises where people with disabilities will work?	<i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).
39.	Are projects that fall into both lots, for example contributed to socio-economic development and also cultural diversity eligible?	The applicants are supposed to submit applications clearly focused on only one of the specific objectives of the call for proposals (Guidelines for Applicants, section 1.2.2, page 5).
40.	Is science education a part of cultural diversity concept?	<i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).
41.	Can we apply with projects that fall under both specific objectives of the Call?	On the front pages of the Application form and of the Concept note the applicants are supposed to specify the LOT (Specific objective) to which the application is submitted. Then they have to justify this relevance in section 1.2.1 of part A of the Application form. Usually, it is beneficial for an application to be focused on only one LOT.
42.	Can we apply with projects that deal with art, innovation and mind games?	<i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).

A.5 ACTIVITIES

No	Question	Answer
43.	Can we plan activities that are profitable in our project? For example, is it possible to plan the selling of paintings that were made during the project?	No, actions envisaging profit-making activities are not eligible to be supported (see also: Article 17.3 of the General conditions, Annex 2 of the Grant contract).
44.	The guidelines for the Call for Proposals say that the location of the action must be Serbia. Is it allowed then to plan activities abroad?	<i>“Actions must take place in the Republic of Serbia.”</i> (Guidelines for Applicants, page 5) If indispensable for the successful project implementation, some of the activities may be implemented on the territory of a country eligible under the applicable EU regulation.
45.	Can we apply with a project that includes research?	Any activity entirely focused on achieving the specific objectives and expected results of the action is eligible under this Call for proposals. When preparing their proposals applicants have to bear in mind the list of non-eligible actions presented at the beginning of page 10 of the Guidelines for Applicants.

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46.	Can we include training of teachers in our project?	Any activity entirely focused on achieving the specific objectives and expected results of the action is eligible under this Call for proposals. When preparing their proposals applicants have to bear in mind the list of non-eligible actions presented at the beginning of page 10 of the Guidelines for Applicants.
47.	Can we also plan activities for the next calendar year?	The eligible project duration under this Call for proposals is between 6 and 12 months starting on the day after the grant contract is signed by the second party.
48.	Are sports and cultural competitions also eligible?	Any activity entirely focused on achieving the specific objectives and expected results of the action is eligible under this Call for proposals. When preparing their proposals applicants have to bear in mind the list of non-eligible actions presented at the beginning of page 10 of the Guidelines for Applicants.
49.	If we are planning a set of educational programs, are these also considered as promotional activities?	Concrete examples of activities for promoting the EU support and the results achieved are published on page 17 of the Communication and Visibility Manual for EU external actions
50.	Are study tours eligible as activities?	Any activity entirely focused on achieving the specific objectives and expected results of the action is eligible under this Call for proposals. When preparing their proposals applicants have to bear in mind the list of non-eligible actions presented at the beginning of page 10 of the Guidelines for Applicants.
51.	Can we provide social services at local level, within the second objective of the Call?	Any activity entirely focused on achieving the specific objectives and expected results of the action is eligible under this Call for proposals. When preparing their proposals applicants have to bear in mind the list of non-eligible actions presented at the beginning of page 10 of the Guidelines for Applicants.

A.6 COSTS

No	Question	Answer
52.	Can we buy equipment from the project budget?	Costs for purchasing equipment necessary for the implementation of the proposed action are eligible and shall be budgeted under budget heading 3. <i>Equipment and Supplies</i> in the Budget of the action (Annex B).
53.	Can we calculate currency exchange losses in the budget?	Currency exchange losses are ineligible costs under this Call for proposals.

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54.	If local government contracts a person to work as project manager, is it allowed paying for his/her salary from the EU grant.	The salaries of the staff assigned to the action are eligible project costs under this Call for proposals. This is valid also for the salaries of public employees “to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken” (Art.172a of FR 2342/2002).
55.	Are contributions and taxes associated with salaries eligible?	“The cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs” are eligible project costs, as provided by Article 14.2 of General Conditions (Annex II to the Standard Grant Contract).
56.	Are the costs of training and certification eligible?	“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.” (Guidelines for Applicants, section 2.2.4, p.13). The expenditures incurred by the beneficiary in compliance with Article 14 of the General conditions (Annex II to the Standard Grant Contract) will be considered eligible project costs.

A.7 MISCELLANEOUS

No	Question	Answer
57.	How many projects can we apply with?	An applicant may not submit more than one application under this Call for Proposals. (Guidelines for Applicants, page 10)
58.	Do we need to re-register before applying for the funds?	The re-registration of Serbian CSOs is not a pre-condition to apply.
59.	Do we need to have permanently employed staff in CSO?	Having permanently employed staff is not a requirement for applicants or partners, but is one of the criteria to evaluate their management capacity (section 1.3 of the Evaluation grid on page 15 of the Guidelines for Applicants).
60.	Can we apply for a grant, even if we have received already a grant from another EU-program?	Applicants already implementing an action supported by the EU are also eligible to apply under this Call for proposals - however not for the same action.

B. PARTNERSHIP

No	Question	Answer
61.	Do we need to have a partner from abroad, the EU country?	The applicant must apply in partnership with at least one partner, but it is not obligatory for this partner to be registered in an EU country.
62.	Can ministries be considered as local self-government?	Usually, the ministries are national governmental institutions.

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63.	Can we have local authorities as partners in projects that fall within the Specific objective 1?	Local authorities are eligible partners only under Specific objective 2.
64.	Can we have one associate and apply with no partners?	Applicants are strongly advised to respect the minimum requirements for partnerships as specified in section 2.1.2 of the Guidelines for Applicants.
65.	Are there any special requirements in cases where applicants are organisations based in EU member states?	In case the applicant is not registered in Serbia, it is mandatory: <ul style="list-style-type: none"> - at least one of the project partners to be a CSO registered in Serbia, and - to plan establishing a local office in Serbia for managing the proposed action.
66.	Is it possible to have an institution from the education centre as a partner for actions that fall under the specific objective 2.	Educational and cultural institutions are eligible for partners only under Specific Objective 1 (section 2.1.2 of the Guidelines for Applicants, page 7).
67.	Do we need to have two NGOs as partners in the project?	At least one CSO registered in Serbia must participate (as an applicant or as a partner) in each partnership submitting an application under this Call for proposals. The final number and type of CSOs to be involved in a concrete action is to be decided by the applicant according to the individual specifics of the respective proposal.
68.	Is it mandatory to have local self-government as a partner for projects falling under Specific Objective 2?	The partnership of the local self-government under <i>Specific Objective 2</i> is optional and is to be decided by the applicant.
69.	Is regional training centre for teachers considered as local self-government?	The actual status of an applicant or partner is to be identified by the documents for its registration/establishment.
70.	What is the difference between associates and partners?	The Associates do not have to meet the eligibility criteria referred to in section 2.1.1. They have to play a real role in the action, but may not receive funding from the grant with the exception of per diem or travel costs (section 2.1.2 of the Guidelines for Applicants).
71.	Do both, applicant and partner, can be from Serbia?	Under this Call for proposals, there is no requirement for foreign partners to participate in the partnership submitting the action.

C. FINANCIAL CONTRIBUTION

No	Question	Answer
72.	Can we apply for a smaller amount of 50,000 euros, if so it was our part of the project budget, or the strict minimum the above?	Any grant awarded under this call for proposals must be at minimum 50,000 EUR. (<i>Guidelines for Applicants, page 5</i>)

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73.	Can salaries of the people assigned to the action be considered as co-financing?	If in compliance with the provisions in Article 14 of the General conditions (Annex II to the Standard Grant Contract), salaries paid to people assigned to the action may be considered financial contribution of the applicant. This is valid also for the salaries of public employees “to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken” (Art.172a of FR 2342/2002).
74.	Can the salaries of public servants be reported as contribution?	See the previous answer.
75.	Can associates provide co-funding to this Call for Proposals?	The only restriction about the financial contribution of the applicant is that it should be “financed from sources other than the European Union budget or the European Development Fund” (Guidelines for Applicants, page 5, last paragraph).
76.	Can international organizations contribute to the project budget?	See the previous answer.
77.	Are there any regulations concerning the percentage of co-financing and its distribution amongst partners? Do partners need to contribute with 5% or similar?	How the project partners participate in co-financing of the proposed action is to be decided by themselves before submitting the project proposal.
78.	Do the applicants need to provide entire contribution?	Applicants’ financial contribution may be provided by the applicant itself and/or the project partners and/or another project supporter – donors, sponsors, private companies, public institutions, etc.
79.	What is considered as in kind contribution?	In-kind contribution is any non-financial contribution to the successful project implementation like: voluntary work, free of charge services and/or supplies, space for an office and/or meetings, etc.
80.	Do we need to have the 10% contribution at our accounts when the project starts?	Applicant’s financial contribution is to be “invested” in the project activities within the contracted implementation period of the respective action, specified in Article 2 of Special conditions.
81.	Is a contribution originating from the bilateral aid of a member state considered as EU funding?	The EU member states national funds are not part of the EU budget and are eligible sources of finances for applicant’s financial contribution.
82.	If we get a discount from the supplier, can that be considered as contribution?	Under this call for proposal applicants’ contribution may be only financial, what is not the case with the discount.
83.	Can staff contracts related taxes and contributions be considered as contribution?	The costs for project staff salaries including social security and health insurance charges and all related remuneration costs may be considered applicant’s financial contribution (Article 14.2 of General Conditions – Annex II to the Standard Grant Contract).
84.	If our partner provides free offices, can that be considered as contribution?	Under this call for proposal the applicants’ contribution may only be financial.

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D. PREPARATION AND SUBMISSION OF PROPOSAL

D.1 APPLICATION FORM

No	Question	Answer
85.	When filling in the application form, do we need to repeat all the data already filled in when registering in PADOR?	Once having submitted the information requested in PADOR the applicant doesn't need to fill in these data in the application form.
86.	In the application form, in the section where we need to fill in the data concerning the annual turnover, what should we write, if we did not have funds on our account?	In section 3.3.3 in PADOR the applicant is supposed to submit correct information about the actual financial situation of the organisation. Once having this information registered in PADOR, it is not necessary to complete this in the paper application.
87.	If we have a project that started in 2007, and is also implemented in 2008, can we mention that in the application form, in the part where we are supposed to give information on our annual turnovers?	In section 3.3.3 <i>Resources</i> of part B of the application form the applicant shall provide financial information " <i>on the basis of the profit and loss account and balance sheet of the organisation</i> " for the last 3 financial years – 2008, 2009 and 2010.

D.2 LOGICAL FRAMEWORK

No	Question	Answer
88.	What indicators should we use?	<p>For measuring and reporting the achievement of the project objectives, applicants are supposed to formulate in the Logframe matrix Objectively Verifiable Indicators (OVI), which should be also S.M.A.R.T.:</p> <ul style="list-style-type: none"> • Specific to the objectives to be measured, • Measurable – quantitatively or qualitatively, • Available at an acceptable cost, • Relevant to the info-needs of managers, • Time-bound – to be known when the objective/target is to be achieved. <p>For more details: Section 5 of the Project Cycle Management Guidelines, p.80.</p>

D.3 BUDGET OF THE ACTION

No	Question	Answer
89.	Regard to the fill in of the Project Budget, Sheet 2 "Justification" - must to be included the budget lines, included in Sheet 1 (for example 1.1.2.1; 1.1.2.2 etc.)?.	The budget lines in sheet 2. <i>Justification</i> in the budget of the action shall be identical to the budget lines in sheet 1. <i>Budget</i> .
90.	As we understand, Sheet 4 (Separate Template on Use of Contingencies) of the Annex III (Budget) is not to be filled in when submitting Application but eventually after the grant awarding, or are we mistaken?	<p>Applicants do not need to fill in Sheet 4. Use of contingency reserve of Annex B to the Guidelines for Applicants.</p> <p>This part of the budget template is to be used for reporting the distribution of the contingency reserve approved by the Contracting Authority to be used during the project implementation period.</p>

FREQUENTLY ASKED QUESTIONS No. 2

91.	Regard to the published Corrigendum No.1 we have the following question: are the bank charges ineligible expenditures and what must be included in Budget line 5.6 "Financial services (bank guarantee costs etc.) from the Project Budget template?	Bank charges, costs of guarantees and similar charges won't be accepted as eligible project costs under this call for proposals. Applicants shall not include such expenditures in the budget of the action proposed.
92.	What is the difference between clarification and justification of costs in sheet 2 of the budget form?	In the Clarification of the budget items column please "provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities in the Description of the Action)." In the Justification of the estimated costs column please "provide a justification of the calculation of the estimated costs. Note that the estimation should be based on real costs, as described in section 2.1.4 of the Guidelines for Grants Applicants."
93.	Are the costs of audit eligible?	The costs for expenditures verification are eligible direct costs of the action and are to be planned in budget heading 5. <i>Other costs</i> , services. For actions applying for a grant exceeding 100,000 EUR these costs are obligatory (Article 15.6, General conditions).
94.	Should we plan budgets with VAT?	VAT is not eligible project cost (section 2.1.4 of the Guidelines for Applicants, p.11) and applicants shall plan the budgets of the proposed actions without VAT.
95.	Are there any limits in terms of salaries for the staff that will work on projects?	When planning the salaries of the staff assigned to the action the applicants have to take into consideration the provisions of Article 14 of General Conditions (Annex II to the Standard Grant Contract).
96.	Where can we list our contribution in the project budget?	Applicant's financial contribution and the sources it will be financed from are to be specified in the third excel sheet 3. <i>Sources of funding</i> of Annex B to the Guidelines for Applicants.
97.	Do we need to hire a licensed auditing company?	It is not obligatory to subcontract an auditing company for the verification of expenditures envisaged in Article 15.6 of the General conditions. This may be carried out by an a certified auditor.

D.4 PADOR REGISTRATION

No	Question	Answer
98.	Do we need to provide scanned and stamped copies when we upload our statutes in the PADOR?	When invited to do so, both applicants and partners are supposed to upload in PADOR scanned copies of duly signed and stamped originals of the requested documentary proofs (see section 2.4 of the Guidelines for Applicants).

FREQUENTLY ASKED QUESTIONS No. 2

99.	Do local governments also have to obtain a registration in PADOR?	Yes, all applicants and project partners have to be registered in PADOR before submission of the proposal.
100.	Do we need to translate statutes, financial reports and other documents that we upload in PADOR?	In case the requested supporting documents (section 2.4 of the Guidelines for Applicants) are not in English or <i>“in the language of the country [Serbia] where the action is implemented, a translation into the language of the call for proposals [English] of the relevant parts of these documents, proving the applicant’s eligibility, must be attached.</i> (Guidelines for Applicants, p.17)
101.	What do we write under “paid staff” in PADOR?	These are the individuals receiving salary for working for the organisation.
102.	Can cultural organisations register in PADOR, as well?	Under this Call for proposals PADOR registration is obligatory for both applicants and partners.

D.5 MISCELLANEOUS

No	Question	Answer
103.	What EU documents can we consult in the preparation of our projects?	This Call is implemented according to the provisions of PRAG ‘2010 . Applicants must guarantee the visibility of the EU financing following the provisions of the Communication and Visibility Manual for EU external actions . For preparing the proposals and implementing the action (if supported) it is useful to consult the Project Cycle Management Guidelines . For additional information about the specific area of their actions applicants may consult the European Union web-portal .
104.	Is 10th of March 2011 the deadline for submission of the concept note (Part A.) and full application form (Part B.) or just for submission of the Part A?	This is an open call for proposals and both the concept note (part A) and the full application form (part B) shall be submitted by 10 March 2011 at the address specified in section 2.2.2 of the Guidelines for Applicants (page 12).

E. EVALUATION OF PROPOSALS

No	Question	Answer
105.	Will be the financial capacity of the partner(s) evaluated as well, since we expect financial contribution from them?	The financial capacity of the partner(s) will be evaluated as well.
106.	Is there a threshold for the financial capacities?	There is no minimum required for financial capacity of the applicant, but usually it is beneficial for the proposal if applicant’s financial capacity is comparable to the budget of the proposed action.
107.	Do organizations that registered in PADOR previously have preference compared with those that registered just recently?	The time of being registered in PADOR is not influencing in any way the selection process.

FREQUENTLY ASKED QUESTIONS No. 2

F. IMPLEMENTATION OF SUPPORTED ACTIONS

F.1 START OF THE IMPLEMENTATION

No	Question	Answer
108.	Can we start with some activities before the signing of the contract?	All project activities shall be implemented within the contracted implementation period of the action, as specified in Article 2 of the Special conditions of the Grant Contract (Annex G to the Guidelines for Applicants).
109.	When do we need to start the project?	As specified in Article 2.2 of the Special conditions (Annex G to the Guidelines for Applicants), the implementation of the action shall start on “the day following that on which the last of the two Parties signs” the Grant contract.

F.2 PAYMENTS

No	Question	Answer
110.	In case the grant is approved, what are the instalments foreseen?	In compliance with Article 15 of the General conditions (annex F to the Guidelines for Applicants), “ <i>the Contracting Authority shall pay the grant to the Beneficiary in the following manner:</i> <ul style="list-style-type: none"> • <i>a pre-financing of 80% of the awarded grant amount within 45 days, as from the date of reception by the Contracting authority of signed Contract;</i> • <i>a balance payment within 45 days of the Contracting Authority approving the final report.</i>
111.	When can we obtain the final instalment of the grant funds?	See the previous answer.
112.	Are there any rules related to the transfer of the money to partner’s accounts? Can we pay the partners in instalments?	It is up to the project partners to decide upon management of the financial resources for the action. What is important to bear in mind is that the only eligible for VAT exemption is the beneficiary’s organisation – the leader of the partnership.
113.	Do we need to use the same bank account for EU funding and also for the contribution?	No, there is no such a requirement under this call for proposals.

FREQUENTLY ASKED QUESTIONS No. 2

114.	<p>We would like to know if the project applicant (bearer), after eventual grant awarding, will be obliged to finance additional 20% of the approved budget (beside its minimal contribution of 10%) as the EU may transfer 80% (as pre-financing) of the approved grant on the account of the project applicant and the rest of 20% only after submission of the Final Report of the project?</p>	<p>In compliance with Article 15 of the General conditions (annex F to the Guidelines for Applicants), “the Contracting Authority shall pay the grant to the Beneficiary in the following manner:</p> <ul style="list-style-type: none"> • a pre-financing of 80% of the awarded grant amount within 45 days, as from the date of reception by the Contracting authority of signed Contract; • a balance payment within 45 days of the Contracting Authority approving the final report. <p>With the final report the selected beneficiaries (successful applicants) are expected to report all project expenditures incurred for the implementation of the supported action.</p>
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F.3 PROCUREMENT

No	Question	Answer
115.	Can we decide on subcontractors before the start of the action?	When subcontracting services and supplies for the implementation of the action grant beneficiaries must fully comply with the provisions of Annex IV to the Standard Grant contract (Annex G to the Guidelines for Applicants).
116.	What procurement procedures should be used?	The procurement procedures to be used by successful applicants are specified in Annex IV to the Standard Grant Contract (Annex G to the Guidelines for Applicants).
117.	Do we need to have tender before the signing of the contract?	Costs incurred for activity not within the contracted implementation period of the action will be considered ineligible.

F.4 VAT-EXEMPTION

No	Question	Answer
118.	How is the exemption from the VAT conducted?	There is a clear procedure for VAT-exemption of services and supplies for supported actions. Successful applicants will receive detailed instructions how to apply these procedure.
119.	Are we able to obtain VAT exemption for our own contribution?	As specified on page 11 of the Guidelines for Applicants, VAT is ineligible project cost. Successful applicants will receive special instructions on VAT exemption procedure applicable in Serbia.

F.5 MISCELLANEOUS

No	Question	Answer
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FREQUENTLY ASKED QUESTIONS No. 2

120.	What procedures do we apply for staff recruitment?	<p>There are no specific procedures envisaged for recruiting the staff for the positions listed under budget heading <i>1. Human resources</i>.</p> <p>When assigning individuals to the action, applicants and their partners have to follow the respective national employment legislation.</p>
121.	Can we employ people on full time basis to implement the project?	<p>Considering the specifics of the respective project, it is up to the applicant to decide about the form of assigning the project staff.</p> <p>When assigning individuals to the action, applicants and their partners have to follow the respective national employment legislation.</p>
122.	How are projects audited?	<p>For actions awarded with a grant amounting to more than 100,000 EUR it is obligatory an authorised auditor to verify the expenditures reported with the final financial report. The independent auditor is appointed by the grant beneficiary and is approved by the Contracting Authority.</p> <p>“In case where... no expenditure verification report is required the Beneficiary has to provide a list detailing each item of expenditure incurred in the period covered by the report, and indicating for each its title, amount, relevant heading in the Budget of the Action and the reference of the justifying document, is annexed to it.”</p>