



Belgrade, 21.6.2012.

FREQUENTLY ASKED QUESTIONS

EU Civil Society Facility Serbia Programme Publication reference EuropeAid/132644/L/ACT/RS

No.	Question	Answer
1.	If a partner or associate is a network, are the organizations who are members of the same network eligible recipients of sub-grants from the projects?	No. The grant beneficiaries may award financial support (sub-grants) to third entities (the sub-grantees). Sub-grantees are neither partners nor associates nor contractors. Sub-grantees must be CSOs operating in the Republic of Serbia. (Guidelines for applicants 2.1.2, page 7).
2.	Is the organisation eligible if it is a limited liability company of non-profit character, founded by local self-governments and representatives of business and NGO/CSO sector, whose activities are coherent with the objectives of the Call?	<ul style="list-style-type: none">• Any civil society organization meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant.• For the eligibility of partners, please see section 2.1.2 of the Guidelines for applicants. <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.12).</p>
3.	If the association /network is successful in this Call for Proposals and signs contract for sub-granting, will the members of that association/network be eligible for receiving sub-grants or sub-grants need to be awarded to the CSOs outside the network?	Sub-granting needs to be awarded to the CSOs outside the network so as to contribute to civic and capacity-building initiatives. Also, please see answer no. 1.
4.	Can eligible action include establishment of an organization out of a group, which is for the moment only a civil grass-root initiative, and education and capacity building aiming to help the new organization to accomplish its mission or it is necessary to have already registered organization as a direct beneficiary of the project?	<ul style="list-style-type: none">• Any action meeting the requirements as provided in section 2.1.3 of the Guidelines for applicants (p.7) may be awarded with a grant under this Call for proposals. <p>Please see answer no. 2.</p>
5.	Could Regional Chamber of Commerce apply for Civil Society Facilities Programme as an	Please see answer no. 2.

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	Association of SME?	
6.	Please clarify what is lot X and what lot Y in the application form (page 5).	Lot X can be considered as Theme 1 whereas Lot Y as Theme 2.
7.	Please clarify if the total eligible costs projected in the application are at most 150,000 EUR + co-funding or at most 150,000 EUR including co-funding.	The maximum EU contribution is limited with € 150,000 excluding co-financing.
8.	Please clarify if purchasing new equipment for the project activities (e.g. a laptop) belongs to eligible costs, since it is only stated in the guidelines that second-hand equipment belongs to ineligible costs.	Yes, new equipment can be considered as eligible costs subject to General Conditions Article 14 and Annex IV of the Standard grant contract. It must be properly justified and stated that is necessary for the implementation of the project.
9.	Is it possible for informal groups of young people (which are not registered CSOs) to be sub grantees? In this case we would be doing direct payment on their behalf as they don't have a bank account but it would be very important to state this as sub granting since these grants would be given for their own activities.	The sub-granting must be devoted to funding activities implemented by Serbian CSOs which have the following characteristics: - legal status and annual turnover of less than EUR 10,000 - they have never been Beneficiary of an EU grant.
10.	Is it possible for Municipal Youth Offices to be Associates on the project? In this case we are not certain of whether it is possible for them to be registered in PADOR as they are a part of the Local Self - Government. Is it possible for Associates not to be registered in PADOR in this case?	The Associates on the project may be other organisations that play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs and are not partners. Prior registration in PADOR for this Call for Proposals is obligatory for all applicants and their partners. Associates do not need to register in PADOR.
11.	Where can we obtain the information on the possible numbers and titles of lot we have to state in the application?	Please see answer no. 6.
12.	Are we as an agency not on the budgets and we can participate with the project at the EU Delegation in Serbia?	Please see answer no. 2.
13.	Is Regional Chamber of Commerce and Industry, established according to the Serbian Law of chambers of commerce as non-profit making organization, eligible as lead applicant?	Please see answer no. 2.
14.	In our Project proposal we are planning to strengthen the capacities of rural NGOs. Upon	Please see answer no. 2.

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	completion of the training cycle all participating organizations should implement a community action (initiative) in their environment. It is planned around 1000 Euros per action. Should these costs be treated as sub-grants?	
15.	One of the activities planned in the Project proposal is creation of the web site. Are the costs of engaging the site administrator the costs of activities or it should be in the budget line "Human Resources"?	This depends on the type of the contract. If a regular employee of your organization will create the web site it should be indicated under Human Recourses. If a service provider is engaged, it should be put under Other costs, Services.
16.	What does the budget line 5.3 Expenditure verification includes? Can we put the costs of audit there?	Yes, if the expenditure verification is required (General conditions Article 15.6), the related cost can be put in the Budget line 5.3 Expenditure verification.
17.	Is the independent, external, evaluation required for each project and should we plan that cost?	An external evaluation is not required.
18.	What exactly is meant by the grass-root organizations (their legal status and annual budget)?	Grassroots organizations are those organisations based in communities at the local level. With regards to their legal status, they should comply with the eligibility criteria set in point 2.1.1 of the Guidelines.
19.	In which way sub-grant beneficiaries are exempt from VAT (PDV)?	After consultations with the Tax Administration and the Office for Cooperation with Civil Society we will define the mode of VAT exemption and we will promptly inform the organizations whose projects are approved. In any case, the organization must be exempt from VAT.
20.	Should a main applicant open a mini-call/tender for sub-grantees?	In case sub-granting is proposed it must be done by launching a call for proposal. Provisions on sub-granting indicated in the Section 2.1.3 of the Guidelines for applicants must be fully respected.
21.	Can a legal person which is not an NGO/CSO (e.g. school) be a sub-grant beneficiary?	Please see answer no. 9.
22.	Can a new NGO/CSO be registered and developed as a part of the project proposal and throughout the process of sub-granting?	Please see answer no. 2 and 9.
23.	Are the educational institutions (faculties, colleges, schools etc.) eligible for participating in the Project as a partner?	Please see answer no. 2.
24.	Please clarify if media outlet acting as partner can be profit-making or only non-profit and does it have to exist for at least three years? Also, when applying what is considered proof of the existence of a media outlet, except its production? Would the registration form from	Please see answer no. 2. Eligibility of partners is defined within section 2.1.2 of the Guidelines for grant applicants. The list of supporting documents for the applicants and partners is listed under section 2.4 of the Guidelines for applicants.

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	Serbian Business Registry be valid?	
25.	Please clarify if EU Delegation in Serbia will provide the final evaluation with its own costs or we should include costs for the final evaluation in the budget?	Please see answer no. 17.
26.	If we include sub granting in the project, it has no influence on the co-financing amount? The same 90%?	The sub-granting does not affect the co-financing amount.
27.	Is there any selection process regarding sub-granting? Do you have a fixed selection process or we should create it ourselves? announcing grant, accepting proposals, reviewing and selecting. We plan to create a reviewing committee which will review and select the projects. The committee will have one representative from your office to participate in the selection process or you have other regulations?	Please see answer no. 20.
28.	Please clarify if grass-root CSOs can purchase equipment within those small grants.	It is possible if justified within application. Please see also answer 8.
29.	Can the sub-granting amount cover 100% of the total budget of the small projects proposed by those grass-root CSOs?	The sub-granting amount can cover 100%. However, the co-financing of min. 10% is required for a total budget of the action (including sub-grants).
30.	Please clarify if the associate organisation has to be registered in PADOR and obtain the EuropeAid ID number.	Please see answer no. 10.
31.	Our project partner exists only 2,5 years and therefore do not possess financial health data for the last three years (only for the previous two) to be referred to or uploaded to PADOR. Is it a problem of eligibility of our partner since it is requirement for PADOR to insert financial health data of the last three years?	The latest available information should be attached.
32.	Do associate partners mandatory need to have EuropeAid ID number (namely to be registered to PADOR) in order to be included in our project?	Please see answer no. 10.
33.	Is Regional Chamber of Commerce and Industry being a public law body, eligible for this call for proposal?	Please see answer no. 2.
34.	If a project is implemented on the territory other than of the applicants, will this project proposal, if good enough, be approved? Is it acceptable increasing costs for local travel, per diems, accommodation and mobile phone using of the project staff?	The bulk of the Action must take place in the Republic of Serbia. However some activities can take place outside Serbia if they are necessary for the implementation of proposed activities. For the eligibility of costs, see Section 2.1.4 of the Guidelines for

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		applicants and general Conditions Article 14.
35.	Are the regional development agencies eligible to be a partner on the project application within this call of proposals? If the Agency is eligible, we suppose that it can apply for partnership on maximum two project applications?	Please see answer no. 2. An organization can be partner in maximum 2 applications (if not applicant).
36.	Please clarify where to find the relevant title and number of the lot that is asked for in few points in the Application form and stated in the Guidelines (in point 2.2.2) as one of the obligatory information on the outer envelope of the project proposal.	Please see answer no. 6.
37.	Please clarify if sub grantees must be mentioned and specified in application form as particular organizations, or organization names and other details do not need to be specified?	Please see answer no. 20.
38.	On the page 9 of the Guidelines there is further information: <i>The sub-granted actions will have a maximum duration of 6 months.</i> Does it mean 6 months without interruption (at a stretch), or 6 month during the project?	The sub-granted actions may last maximum 6 months during the implementation of the action, without interruption.
39.	Please clarify if local government is eligible partner or not.	The criteria for partners are defined in section 2.1.2 of the Guidelines for applicants. Please see also answer 2.
40.	In the Guidelines for grant applicants in call for proposal 132644 there are no defined lots, just two themes. In application form there is field with Number and title of lot. Please clarify what to write in this field.	Please see answer no. 6.
41.	Since our partner on the project that we are preparing for this Call is the organization/network from Brussels, one of the planed activities envisaged the Study trip to Brussels to the partner organizations. Since the activities must take place in Serbia, our main dilemma is: is the study trip to Brussels eligible cost?	Please see answer no. 34.
42.	If organisation has PADOR number, is it mandatory to attach Pador off-line form?	No. The organisation is to indicate on the paper version of the proposal the EuropeAid ID (EID).
43.	If "in kind" contribution is well elaborated, is it possibility to be considered as co-financing?	The contributions in kind may not be treated as co-financing by the Beneficiary.
44.	Can the rural local communities, as the individual parts of local self-governments, and the art and cultural organizations be the sub-grantees?	Please see answer 9.

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45.	On pg.9 in the Guidelines, it says ..."possibility to launch a call for proposals for sub-granting more than once during the implementation of the action...". It could be concluded that the applicant should identify sub-grantees during the project implementation. Is it possible to choose the sub-grantees prior to submission of project proposal?	It is not possible to chose the sub-grantees prior to submission of project proposal.
46.	Is the amount of sub-grant exempt from VAT? Namely, does the applicant transfer the whole sub-grant amount to rural CSO, or pays for its expenses for action from its account?	Please see answer 19. The modalities of payments should be settled between applicant and sub-grantee.
47.	Please clarify if an Italian no-profit working cooperative acting on themes relevant to such Call for Proposals is eligible as partner organization of the action.	Please see answer no. 2.
48.	Could one organization be at the same time a partner and the main applicant of two projects?	An applicant can be the main applicant on one project and a partner on the second. An organization can be a partner on maximum two projects (Guideline for applicants section 2.1.3 page 9).
49.	It has been said that a project theme could be research and dissemination of information. Can the project be designed in such a way that in the first six months research is carried out, and that the further activities depend on the results of that research?	The Contracting authority can not give a prior opinion <i>an action or specific activities.</i> " (Guidelines for Applicants, section 2.2.4, p.12).
50.	Is it technically possible to conceive that kind of project?	Please see answer no. 49.
51.	Could a project proposal be a way to establish regional cooperation/partnership with border municipalities in Montenegro or is the call only related to Serbia?	Regional cooperation and good relations with neighboring countries are one of the project themes. Please see also answer 34.
52.	Is it allowed, with this call, that part of the activities takes place outside the territory of the Republic of Serbia?	Please see answer no. 34.
53.	Can local authorities be partners in the project and could the financial participation of the local self-government be shown as a contribution?	Please see answer 2. Financial contributions (co-financing) of applicants can be from any source except EU funds.
54.	Can other public institution be partners, besides local governments and media companies (for example: educational institutions and health centers)?	Please see answer 2.
55.	In the case of large grants from 50.000 to 150.000 EUR, is there a lower limit of the flow of funds through the CSO account?	There is no limit. It is important that the organization has shown the operational and financial capacities in the past to be able to realize the funding. The guidelines provide the

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		criteria for applications evaluation (previous experience on similar projects and issues, whether the organization has stable financial resources, etc.) and based on those guidelines the Evaluation committee will assess operational and financial capacities of the organization.
56.	Does the capacity building include the possibility of building infrastructure (space), the purchase of vehicles, etc. , all in order to implement the project activities?	This depends on a defined project and the activities listed in the application. Please see also answer 58.
57.	Is this call different from other EU calls - in case of approval of the grant, do we get all of 100% immediately, or one part on the beginning (80%) and other part at the end (20%)?	Depending on the amount of the grant, options 1 or 2 of the General conditions Article 15.1 will apply. There will be no 100% pre-financing.
58.	Are there budget limitations in the procurement of goods and other needs?	Procurement may cover only limited portion of the Action. The bulk of the Action must be undertaken by the applicant and where applicable his partners (see also General conditions Article 1.3). Actions essentially focused on construction activities, purchase of equipment, purchase and/or renovation of buildings or offices are not eligible.
59.	Are there any limitations in the budget for purchase of equipment, for example 20% of the total value of the project, as in some competitions?	Please see answer no. 58.
60.	During the presentation you mentioned that there is a possibility of financing infrastructure works within the sub-grants. If the project does not include distribution of funds through the sub-grants, is it possible to fund infrastructure works on the project and what that include?	Please see answers no. 56 and 58.
61.	Is it necessary to provide technical documentation together with the project proposal (bills and quantities for infrastructure works)?	No, the technical documentation is not required at this stage.
62.	Who becomes the owner of the goods obtained through the project?	The beneficiary, who at the end of the project may transfer the ownership right of the acquired goods to another legal entity.
63.	In the case of sub-granting, organizations funds are transferred to other organizations. Who is in that case exempt from VAT?	Please see answer 19.
64.	Could public institutions participate as collaborators on the project (example: social work centers as providers of social services, cultural institutions, etc.)?	Please see answer no. 2.

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65.	Could associates resources be displayed as a contribution to the project?	Yes, but only in the case of financial contribution. <i>In kind</i> contributions are not recognized as part of co-financing.
66.	Should the associates and partners contributions funds be transferred to a special project holder account or there is another way to justify this participation?	Funds do not need to be transferred to a separate account, but there must be proof of financial flow and evidence that the partners/associates resources are spent for the project realization.
67.	Is it necessary to submit a letter of intent when applying to the contest?	No. The application form itself contains a statement of partnership (partnership statement).
68.	Is there a possibility of linking project proposals in this competition with some other EUD programs in financial and program terms?	In financial terms it is not possible, but in program terms it is possible (for example, exchange of knowledge and experience). Please see also answer 106.
69.	Is there a limit to the percentage of funds allocated for financing the construction of the facility?	Since the projects within this competition can last from 12 -18 months, you may get into a situation, due to the tendering procedures for procurement of works, that you will not be able to realize the activities for which this program is primarily intended. Please see also answer 58.
70.	Once we have planned the activities, since when we could expect/plan the realization of the project, if they are approved?	Please refer to section 2.5.2 of the Guidelines for applicants. This table is indicative.
71.	As regards to realization of the project, since the Association is currently working on a project which lasts until June, is it necessary to submit a certification that the previous project was implemented, so we could submit application to you?	When filling out the application, in one part of the application the applicant has to fill in all the previous projects. It is important to indicate which projects are implemented by now, the amount and the donor etc.
72.	For organizations that were registered and re-registered after the new law, and now re-enter the registration process, they have experience, but they cannot prove it. How could they apply?	Previous experience of organization should be presented in the application form.
73.	Is there a financial minimum, so that an association can apply for 50.000 EUR?	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. Please see also answer 55.
74.	In the case of networks, is it necessary for them to be formal or could they be informal too?	The applicants/partners must be legal persons.
75.	Regarding the term of less developed areas, are those some specific areas in Serbia, ie. which are the undeveloped areas?	The undeveloped areas are not defined in this call for proposals.
76.	As a relatively young organization we would chose sub-grants of 10.000 EUR. Does the grant of 10.000 EUR require additional support, ie. share of 10%?	Please note that sub-grants will not be managed by the EU Delegation but by the organizations which will apply for Theme 2.

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		<p>The organizations awarded a grant under Theme 2 will themselves carry out the sub-granting.</p> <p>Also, please see answers no. 20 and 29.</p>
77.	<p>If the organization receives a project where one of the segments is giving sub-grants to some user, organization that is the applicant can't use sub-grants? They can only be assigned to a third party.</p>	<p>Please see answer no. 3.</p>
78.	<p>Sub-grants are not assigned by Delegation, but some other organizations, the ones with approved projects. On what basis will an organizations capacity for giving sub-grants be evaluated?</p>	<p>The basis will be the information provided in the application form.</p>
79.	<p>Do large organization need to follow the amount of sub-grant proceeds (10.000 EUR) or they define themselves the amount of funds is allocated to small organizations?</p>	<p>The sub-grants can be up to a maximum amount of EUR 10,000 per third party. The applicant can propose the amount to be allocated with a total amount of sub-grants limited to a maximum of 100,000 EUR. Sub-grants must not be the main purpose of the action.</p>
80.	<p>As invitation is open to the media also, are the criteria for the media the same as for the CSO, and your recommendation: whether to apply as main applicants or as partners with NGOs?</p>	<p>Please see answer no. 2.</p>
81.	<p>As the competition is open to the media and guidelines say that NGOs are eligible, does that mean that the private media are not eligible?</p>	<p>Please see answer no. 2.</p>
82.	<p>What actually one media needs to do to apply, because they are in private hands?</p>	<p>Please see answer no. 2.</p>
83.	<p>If we have applicants and a partner organization, is there a criteria that will show us the percentage of activities and money that goes to the applicant and to the partner organization or is it all the same, will they be equal partners in terms of submitted documentation? Could the applicant himself withdraw a small part of the funds because he predicted that most of the activities on the project will be carried out by his partner, or it should a greater burden be on the applicant, rather than the partner?</p>	<p>The Contracting Authority does not have any influence on the distribution of the funds between the parties of a grant agreement. The EU will transfer the funds to the applicant which has all legal obligations regarding the grant agreement.</p> <p>Applicants must be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary.</p> <p>Applicants' partners participate in designing</p>

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		and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary.
84.	Must all subgrants be for project activities, ie. do they have to related to previous project activities or their goal is just to help small organizations, as a part of the project activities?	It is up to the applicant to define the criteria and purpose of the sub grants, however all information must all be mentioned in the application stage. The sub-grants must support achievement of the objectives of the Actions under Theme 2.
85.	Is it part about sub-grants necessary?	The applicant can apply without sub-grants, where activities are carried out by the organization itself or with partners.
86.	Is the submission of the logical matrix to the Commission scored? Does an organization that fails to provide a logical matrix immediately get fewer points, and does this affect its opportunity to get enough points to pass the competition?	We no longer score the submission of the logical matrix. Those data which are in the logical matrix, are also in the application form, where are precise indicators that will lead to the positive or negative outcome of the project. Information about scoring can be found in the application form. For project proposals above EUR 100,000 the submission of a Logframe is mandatory.
87.	Could small organizations apply for re-granting, with budgets smaller than 10,000 EURO? Can small organizations apply only if they have not used any other European grants?	Please see answer no. 9.
88.	Who will check the credibility of the statement given by small organizations that they have not been users of any other EU grants and how?	Applicants can think of informal/alternative ways of reassurance regarding the sub-grantees credibility.
89.	Do the youth program grants also belong to European grants?	Yes.
90.	Are small organizations that received European grants automatically disqualified?	As applicants/partners, such organizations are not automatically disqualified. Please see answers no. 68 and 106. For sub-granting see answer 9.
91.	Do organizations, potential winners of small grants, have to be registered?	They need to have a legal personality.
92.	Is it necessary that the financial report is from last year? We operate with zero, the balance is zero.	If no financial reports are uploaded your financial capacity will be scored low. Please see also answer no 55.
93.	Can grant users be registered farms, which are members of the association engaged in rural tourism?	Please see answer no. 2.

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94.	May the association be an informal group, or does it have to be registered?	Please see answer 91.
95.	Providing funds to run the family business, is that consistent with the goals of this competition?	Please see answer no. 2.
96.	Can newly established networks, which exist for less than a year, apply? They cannot submit a financial statement because they exist less than a year.	Please see answers no. 55, 73 and 92.
97.	Does a small organization have the freedom to define the application?	Yes.
98.	Can we apply for the first theme of 120,000 EUR if our three-year budget is approximately 95,000 EUR?	Please see answers no. 55, 73 and 92.
99.	Does the organization have to be registered in the Republic of Serbia or it could be from the region (the Balkans, the EU countries)?	Participation in this Call for proposal shall be open to all legal persons who are established in a Member State, a country that is a beneficiary of IPA Regulation, a country that is a beneficiary of the European Neighbourhood and Partnership Instrument, or a Member State of the European Economic Area.
100.	Can grants that are awarded for the formation of a network be used to build infrastructure and premises for the network?	Please see answers no. 4, 58 and 69.
101.	What is the required minimum of priorities under the objectives of the proposal?	The applicant should address at least one priority within a theme as a minimum.
102.	What kind of dynamics will be used to provide the project funding?	Please see answer no. 57.
103.	If the project is approved to applicant is it necessary that additional documentation be in English.	Additional documentation may be submitted in any official EU language or the language of the country where the project is implemented. If not in any of the mentioned languages, translation of relevant parts must be provided in English. Please see Section 2.4 of the Guidelines for Applicants.
104.	Can development agencies as well as nonprofit organizations and Ltd. apply?	Please see answer no. 2.
105.	Can NGOs have a partner, for example representative of the provincial government institutions, or it has to be a NGO?	Please see answer no. 2.

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106.	Can the person be engaged in several EU projects?	It can, but its participation should not overlap. Also, the same costs may not be paid twice.
107.	Is it allowed to purchase equipment?	Please see answers 8 and 58.
108.	Should resumes also be submitted with the full application?	The full applications must be submitted, together with concept notes.
109.	Does every project proposal have equal chances?	Yes, everyone has a chance if they fulfill conditions set by the EU.
110.	How to describe the activities and define in a budget the amount of expenses when it comes to sub-grants?	Please see answer 20.
111.	Could smaller organizations be informal groups?	Organizations need a legal personality.
112.	Are the applications for sub-grants independently submitted?	Yes.
113.	Could partners be newly established organizations, and how long they have to exist?	It is not defined how long they have to exist, but certainly they must have carried out some activities and experiences in the field. Please see also answers 55, 73 and 92.
114.	Do partners have to be from Serbia?	Please see answer no. 99.
115.	Can media be partners if we know only one media that is non-profit?	Please see answer no. 2.
116.	Our potential partner (media) on the project was operating with loss in previous years but its operations and account had never been blocked. Is such entity eligible to participate in the project as a partner?	Please see answer no. 55, 73 and 92.
117.	For the purpose of the project, an independent body, established by the Serbian Government, working on the themes relevant to this Call for proposals, is planned to be engaged as a partner. Some of the partner's full-time employees would be engaged for specific project activities by individual contracts. According to national regulations, their full-time employees have the right to be engaged on part-time basis in external projects. Are there any restrictions within this Call in engaging employees who are permanently employed in such a body through individual contracts on this project?	<p>The salaries of the staff assigned to the action are eligible project costs under this Call for proposals.</p> <p>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).</p> <p>Please see also answer 15.</p>
118.	Is it possible that a partner - a media production house, its public relations activities	Please see General Conditions Article 14.

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	of the project counted as a financial contribution to the project?	Please see also answer 53.