



DELEGATION OF THE EUROPEAN UNION  
TO THE REPUBLIC OF SERBIA

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## FREQUENTLY ASKED QUESTIONS (consolidated version)

### Support to Civil Society Project

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## FREQUENTLY ASKED QUESTIONS No. 2

### A. ELIGIBILITY

#### A.1 APPLICANTS

No	Question	Answer
1.	Are the organisations of persons with disabilities eligible for the project? If yes, then please answer if the proposals including the education and/or the employment of blind persons are eligible, as well as the proposals including the decrease of the gap between the blind and the sighted persons in access to information and to books and other publications.	<ul style="list-style-type: none"> <li>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.</li> </ul> <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.	Are Serbian Regional Development Agencies – RDA eligible to apply to this Call for Proposals? RDAs in Serbia are "non-profit making" organisations. According to our understanding Serbian RDAs are belonging to "organisations representing social and economic players at large" , which is listed under eligibility criteria for this Call for Proposal.	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul> <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>Regional associations or similar are not considered "organisations representing social and economic players at large" – such organisations are supposed to operate countrywide (e.g. organisation of students, etc.).</p>
3.	Does the Regional Centre for development of small and medium enterprises... (this Centre is registered, founded and financially supported by the European Union, through European Agency for Reconstruction in the year of 2002) and with a status of a non-profit making organization, but registered as an enterprise by the Statute of Republic of Serbia have a right to apply for this Call (as an applicant or as a partner joined with some other organizations)?	See the previous answer.
4.	Can a research institute, registered as a non-profit company, be considered eligible to participate in CfP, if the founders of the institute are the provincial government and public (state) university?	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul> <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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<b>5.</b>	As we are independent production group and a private company, can we apply for the Call of Proposals?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
<b>6.</b>	Is the cluster of flower producers... eligible to be an applicant?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
<b>7.</b>	Whether a Swiss NGO registered in Serbia can apply for the “Support to civil society” project?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
<b>8.</b>	The Applicant is a non-profit organization – a Foundation founded by prestigious national cultural institution which is governed by Public Law. Applicant Board Members are elected by the founder’s Board of Directors. Under this criteria Applicant can be consider as a Public Body. On the other hand, Applicant has been registered according to the Serbian Law of Foundations and Legacies and it is financed by private donors. What is the Legal status of the Applicant – Public or Private Body?	<p>For the actual status of the organisation the Applicant has to consult the documents for its establishment and official registration and the law according to which it is registered.</p> <p>In case the organisation is established with a <i>resolution, law, decree, decision or another document attesting to the establishment of the entity by the national authorities</i> (<a href="#">e3 e lefpublic en.pdf</a>), it is a public body and when invited the Applicant is supposed to fill in and submit the <u>Legal entity sheet for public entities</u> (Annex D) accompanied by a copy of the respective official document.</p> <p>In all other cases, the Applicant is supposed to use the <u>Legal entity sheet for private companies</u> attaching to it the justifying documents which are requested therein.</p>
<b>9.</b>	If the applicant is registered according to the Serbian Law of Foundations and Legacies, shell we consider it as a NGO?	Under this Call for proposals, the organisations registered as foundations are considered non-governmental organisations.
<b>10.</b>	We would like to check prior to submission of proposal wheatear we are eligible as Business Incubator to this call or not. We are registered as llc (limited liability company) but defined as NON PROFIT MAKING llc...	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
<b>11.</b>	Can sport clubs and organisations apply? Are they eligible as the artistic clubs are?	<ul style="list-style-type: none"> <li>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.</li> </ul> <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the</i></p>

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		<i>eligibility of an applicant, a partner, an action or specific activities.” (Guidelines for Applicants, section 2.2.4, p.13).</i>
12.	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"> <li>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.</li> </ul> <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.” (Guidelines for Applicants, section 2.2.4, p.13).</i></p>
13.	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.
14.	Can associations of people with disabilities act as applicants?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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.” (Guidelines for Applicants, section 2.2.4, p.13).</i></p>
15.	Can hospitals act as applicants?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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.” (Guidelines for Applicants, section 2.2.4, p.13).</i></p>
16.	Can National Minority Councils apply? Are they considered as civil society organizations?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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.” (Guidelines for Applicants, section 2.2.4, p.13).</i></p>
17.	Are the Chambers of Commerce eligible to apply as applicants?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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.” (Guidelines for Applicants, section 2.2.4, p.13).</i></p>
18.	Can newly established organisations apply for funding?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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.” (Guidelines for Applicants, section 2.2.4, p.13).</i></p>
19.	Can individual media apply?	<ul style="list-style-type: none"> <li>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.</li> </ul> <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the</i></p>

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		eligibility of an applicant, a partner, an action or specific activities.” (Guidelines for Applicants, section 2.2.4, p.13).
20.	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"> <li>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.</li> </ul> <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>
21.	Can EU based organizations act as applicants?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
22.	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 <a href="#">Regulation 1085/2006</a>)</p>
23.	Can a library act as applicant on this Call for Proposals?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
24.	Can an NGO that is registered in Serbia, and originates from Switzerland apply?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
25.	Can Radio Television Serbia act as an applicant, partner or associate?	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>There are no limitations for associates.</li> </ul> <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>
26.	Does the business support organization, non-for-profit oriented, registered as I.I.C.	<ul style="list-style-type: none"> <li>Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is</li> </ul>

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	(according to the legislation of the Republic of Serbia) and founded by the state and non-for-profit organizations, fall under the category <u>professional organizations (non-profit organizations for advancing specific profession)</u> or any other category listed under 2.1.1 eligibility of applicants?	eligible to apply as applicant. <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).
27.	Can an ICT cluster be an applicant? Can a faculty be an applicant? Can a local-self-government be an applicant? Can an organization founded in May 2010 be an applicant?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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).
28.	Is it possible for the <i>Specific objective 2</i> that the <i>Local self-government</i> acts as the eligible applicant, or is it only eligible to be a project partner?	Local self-governments are eligible only for project partners under Specific objective 2.
29.	Can The City Municipality be an applicant in partnership with the City Library in order to provide bibliobus?	Local self-governments are eligible only for project partners under Specific objective 2.
30.	Does the business support organization, non-for-profit oriented, registered as l.l.c. (according to the legislation of the Republic of Serbia) and founded by the state and non-for-profit organizations, fall under the category <u>professional organizations (non-profit organizations for advancing specific profession)</u> or any other category listed under 2.1.1 eligibility of applicants?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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).
31.	Can an ICT cluster be an applicant? Can a faculty be an applicant? Can a local-self-government be an applicant? Can an organization founded in May 2010 be an applicant?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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).
32.	Is it possible for the <i>Specific objective 2</i> that the <i>Local self-government</i> acts as the eligible applicant, or is it only eligible to be a project partner?	Local self-governments are eligible only for project partners under Specific objective 2.
33.	Can The City Municipality be an applicant in partnership with The City Library in order to provide bibliobus?	Local self-governments are eligible only for project partners under Specific objective 2.

### A.2 PARTNERS

No	Question	Answer
34.	We would like to know if we can take	<ul style="list-style-type: none"> <li>Any legal entity meeting the criteria defined in sections</li> </ul>

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	<p>part in... [this] call, because we are a National university..., our job is non-formal education. We are public entity, but not on the budget.</p> <p>We earn our money on free market; it means that we are on our own, without any help of the republic or the municipality government.</p> <p>Please, let us know if we are acceptable partners.</p>	<p>2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner.</p> <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>
35.	<p>Is a theatre company officially registered as foundation eligible to be a partner?</p>	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
36.	<p>Can the National Employment Services be eligible as partners?</p>	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
37.	<p>Can local communities (mesne zajednice) act as partners?</p>	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
38.	<p>Can OSCE act as partner?</p>	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
39.	<p>Can the partner of the project be a public organization – for example National Museum in Belgrade – or it must be a NGO?</p>	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
40.	<p>Are primary schools and secondary schools considered education institutions, are they eligible for partners?</p>	<ul style="list-style-type: none"> <li>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.</li> </ul> <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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<b>41.</b>	Can we have institutions from social protection as partners?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
<b>42.</b>	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.
<b>43.</b>	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 <a href="#">Regulation 1085/2006</a>)</p> <p>Norway is a Member State of the EEA.</p>
<b>44.</b>	Is standing conference of towns and municipalities eligible to apply as partner – local authority?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
<b>45.</b>	Can we have institution of culture as a partner for projects falling under specific objective 2?	Cultural institutions are eligible partners only under Specific Objective 1.
<b>46.</b>	Can institution of culture that is funded from the budget be eligible as partner?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
<b>47.</b>	Can we have Ministry as a partner?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
<b>48.</b>	Can we have as a partner a private company?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
<b>49.</b>	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"> <li>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.</li> </ul> <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the</i></p>



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		<i>eligibility of an applicant, a partner, an action or specific activities.” (Guidelines for Applicants, section 2.2.4, p.13).</i>
50.	Is a cultural institution eligible to be a partner organisation?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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.” (Guidelines for Applicants, section 2.2.4, p.13).</i></p>
51.	Are the public utility companies eligible partners?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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.” (Guidelines for Applicants, section 2.2.4, p.13).</i></p>
52.	Are the Regional Agencies for Enterprise Development eligible partners?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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.” (Guidelines for Applicants, section 2.2.4, p.13).</i></p>
53.	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"> <li>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.</li> </ul> <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.” (Guidelines for Applicants, section 2.2.4, p.13).</i></p>
54.	Does the project partner to the civil society organization can be development agency registered in Serbia?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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.” (Guidelines for Applicants, section 2.2.4, p.13).</i></p>
55.	Can local newspapers be partners in projects under this call for proposals?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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.” (Guidelines for Applicants, section 2.2.4, p.13).</i></p>
56.	In the applicant guide it is not clear whether the partners can be all from Serbia, or it needs to have some partners from EU countries as well?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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.” (Guidelines for Applicants, section 2.2.4, p.13).</i></p>

## FREQUENTLY ASKED QUESTIONS No. 2

57.	Can the faculty of... be a partner in this competition under the spec. objective 2?	Educational institutions are eligible to be partners only under Specific Objective 1.
58.	Does the project partner to the civil society organization can be development agency registered in Serbia?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
59.	Can local newspapers be partners in projects under this call for proposals?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
60.	In the applicant guide it is not clear whether the partners can be all from Serbia, or it needs to have some partners from EU countries as well?	The partners can be from Serbia and EU countries.
61.	Can the faculty of... be a partner in this competition under the spec. objective 2?	Educational institutions are eligible to be partners only under Specific Objective 1.

### A.3 ASSOCIATES

No	Question	Answer
62.	Can co-sponsors act as associates or partners?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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>
63.	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
64.	Is the Call related to media projects as well? In the case we don't apply with our own project, is there any possibility of collaboration with the civil society organizations, as we could together carry out their project, as a so-called "media support"?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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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	Which topics are preferred?	
65.	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).
66.	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).
67.	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).
68.	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).
69.	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.
70.	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
71.	I would like to ask if re-granting as one of the activities is allowed under the call of proposal (reference: EuropeAid/130847/L/ACT/RS).  If yes, what is maximum amount which can be re-granted to potential grantee and total % of budget which can be spend on re-granting?	Re-granting is not allowed under this call for proposals.
72.	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).
73.	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.
74.	Can we apply with a project that includes	Any activity entirely focused on achieving the specific

## FREQUENTLY ASKED QUESTIONS No. 2

	research?	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.
75.	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.
76.	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.
77.	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.
78.	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 <a href="#">Communication and Visibility Manual for EU external actions</a>
79.	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.
80.	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
81.	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).
82.	Can we calculate currency exchange losses in the budget?	Currency exchange losses are ineligible costs under this Call for proposals.
83.	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

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		concerned were not undertaken” (Art.172a of FR 2342/2002).
84.	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).
85.	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.
86.	What is the maximum fee for EU tutors, teachers if they are in staff of the project?	When planning the costs for salaries of the staff assigned to the action, applicants shall consider the provisions of Article 14.1 e) and 14.2 of the General conditions (Annex II to the Standard Grant Contract).
87.	If an Associate Partner is from EU, what is lowest and highest fee for its daily wages?	Second bullet of Article 14.2 of the General conditions (Annex II to the Standard Grant Contract): <i>“Travel and subsistence costs for staff and other persons taking part in the Action, provided they do not exceed those normally borne by the Beneficiary or its partners, as the case may be. Any flat-rate reimbursement of the subsistence costs must not exceed the rates set out in Annex III, which correspond to the scales published by the European Commission at the time of signing this Contract.”</i>
88.	Is it possible for one person to appear as employed in several projects?	Eligible project costs are considered costs of the action actually incurred by the Beneficiary and fully compliant with all provisions of Article 14 of the General conditions (Annex II to the Standard Grant Contract) and of section 2.1.4 of the Guidelines for applicants.
89.	Is it possible for professors on state university to be paid for their activity in project?	Eligible project costs are considered costs of the action actually incurred by the Beneficiary and fully compliant with all provisions of Article 14 of the General conditions (Annex II to the Standard Grant Contract) and of section 2.1.4 of the Guidelines for applicants.
90.	How much percent is acceptable for acquiring of gear that is necessary for direct implementation?	Eligible project costs are considered costs of the action actually incurred by the Beneficiary and fully compliant with all provisions of Article 14 of the General conditions (Annex II to the Standard Grant Contract) and of section 2.1.4 of the Guidelines for applicants.
91.	What is the maximum fee for EU tutors, teachers if they are in staff of the project?	When planning the costs for salaries of the staff assigned to the action, applicants shall consider the provisions of Article 14.1 e) and 14.2 of the General conditions (Annex II to the Standard Grant Contract).
92.	If an Associate Partner is from EU, what is lowest and highest fee for its daily wages?	Second bullet of Article 14.2 of the General conditions (Annex II to the Standard Grant Contract): <i>“Travel and subsistence costs for staff and other persons taking part in the Action, provided they do not exceed those normally borne by the Beneficiary or its partners, as</i>

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		<i>the case may be. Any flat-rate reimbursement of the subsistence costs must not exceed the rates set out in Annex III, which correspond to the scales published by the European Commission at the time of signing this Contract."</i>
93.	Is it possible for one person to appear as employed in several projects?	This depends on the "employment" of the person. In case it is a permanent staff it should not be possible. If it is a short-term employment the period of "employment" should not overlap with the other project.
94.	Is it possible for professors on state university to be paid for their activity in project?	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).
95.	How much percent is acceptable for acquiring of gear that is necessary for direct implementation?	The percentage is not fixed, however it should be put in a reasonable ratio with project activities and results.

### A.7 MISCELLANEOUS

No	Question	Answer
96.	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)
97.	Do we need to re-register before applying for the funds?	The re-registration of Serbian CSOs is not a pre-condition to apply.
98.	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).
99.	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.
100.	Our partner in the project shall not be an applicant in another project. If we understood well, that is not possible. Our partner can be just one more time a partner in another project, but it can't be the applicant if he wants to be a partner in our project. Please, can you give an explanation about this subject?	As per section 2.1.3 of the Guidelines for applicants (page 10): <ul style="list-style-type: none"> <li>• <i>An applicant cannot be a partner in another proposal;</i></li> <li>• <i>Under this Call, a project partner is allowed to be a partner in maximum two proposals.</i></li> </ul>
101.	On how many projects can a local self-government be a partner?	As per section 2.1.3 of the Guidelines for applicants (page 10): <ul style="list-style-type: none"> <li>• <i>An applicant cannot be a partner in another proposal;</i></li> <li>• <i>Under this Call, a project partner is allowed to be a partner in maximum two proposals.</i></li> </ul>
102.	We are interested to know whether	The term "local level" is used to describe the scope of an

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	"local level" in theme 2.2 refers only to a town, region or municipality. Would it be possible that „local level” refers to Serbia as a whole?	action implemented at the territory of one or more places, municipalities, districts, or an administrative region.
103.	Our partner in the project shall not be an applicant in another project. If we understood well, that is not possible. Our partner can be just one more time a partner in another project, but it can't be the applicant if he wants to be a partner in our project.  Please, can you give as explanation about this subject?	As per section 2.1.3 of the Guidelines for applicants (page 10): <ul style="list-style-type: none"> <li>• <i>An applicant cannot be a partner in another proposal;</i></li> <li>• <i>Under this Call, a project partner is allowed to be a partner in maximum two proposals.</i></li> </ul>
104.	On how many projects can a local self-government be a partner?	As per section 2.1.3 of the Guidelines for applicants (page 10): <ul style="list-style-type: none"> <li>• <i>An applicant cannot be a partner in another proposal;</i></li> <li>• <i>Under this Call, a project partner is allowed to be a partner in maximum two proposals.</i></li> </ul>
105.	We are interested to know whether "local level" in theme 2.2 refers only to a town, region or municipality. Would it be possible that „local level” refers to Serbia as a whole?	The term “local level” is used to describe the scope of an action implemented at the territory of one or more places, municipalities, districts, or an administrative region.

### B. PARTNERSHIP

No	Question	Answer
106.	Is the partnership of a French based CSO and a local (Serbian) self-government eligible for the competition? Do we need to have a Serbian based NGO as a partner, as well?	In case the applicant is a CSO not registered in Serbia, at least one of the project partners has to be a local CSO. For further details about eligibility of partnerships, please, consult section 2.1.2 <i>Partnership and Eligibility of Partners</i> in the Guidelines for Applicants (p.7).
107.	Are the partnerships with the local authorities in a country and the SEE region, local civil society organizations and/or similar organizations/institutions from the countries members of the EU strongly recommended by the propositions of the Call? Or focus is on the topic and an approach to the realization is left to be determined by the applicant?	<i>“Applicants must act in partnerships (with partner organisations) as specified hereafter.”</i> For further details, please, consult section 2.1.2 <i>Partnerships and eligibility of partners</i> of the Guidelines for applicants (p.7).
108.	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.
109.	Can ministries be considered as local self-government?	Usually, the ministries are national governmental institutions.
110.	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.

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111.	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.
112.	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"> <li>- at least one of the project partners to be a CSO registered in Serbia, and</li> <li>- to plan establishing a local office in Serbia for managing the proposed action.</li> </ul>
113.	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).
114.	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.
115.	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.
116.	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.
117.	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).
118.	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
119.	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> )
120.	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



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		2342/2002).
121.	Can the salaries of public servants be reported as contribution?	See the previous answer.
122.	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).
123.	Can international organizations contribute to the project budget?	See the previous answer.
124.	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.
125.	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.
126.	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.
127.	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.
128.	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.
129.	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.
130.	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).
131.	If our partner provides free offices, can that be considered as contribution?	Under this call for proposal the applicants’ contribution may only be financial.
132.	Is it possible for an organisation which is "associate" in the project and not "partner" to participate in co-financing the project (meaning that the invoices or other support documents will be on the name of the associate and not of the partner)?	<i>Applicant’s contribution shall be financed from sources other than the European Union budget or the European Development Fund</i> (section 1.3 of the Guidelines for applicants, page 5). Eligible project costs are considered costs of the action actually incurred by the grant beneficiary and/or project partners and fully compliant with the provisions of Article 14 of the General conditions (Annex II to the Standard Grant Contract) and of section 2.1.4 of the Guidelines for applicants.
133.	Is it possible for an organisation which is	Yes. (Please keep in mind that in case the invoices are

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<p>"associate" in the project and not "partner" to participate in co-financing the project (meaning that the invoices or other support documents will be on the name of the associate and not of the partner)?</p>	<p>issued to the associate VAT is not an eligible expense as the VAT exemption is for the applicant only).</p>
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### D. PREPARATION AND SUBMISSION OF PROPOSAL

#### D.1 APPLICATION FORM

No	Question	Answer
134.	<p>When the application form mentions «expected results», does it concern only outputs or outputs &amp; outcomes together? If it concerns only outputs, then the question in the evaluation grid: «3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is evaluation foreseen?» doesn't concern indicators for the expected results as we could find them in the logical framework. Is that right?</p>	<p>As per the <a href="#">Project Cycle Management Guidelines</a> and the terminology used in the Application form:  <b>Outcomes</b> are: “... the expected benefits to the target group(s)” (The Logical Frame Approach section, page 73, fig. 24),  <b>Results (outputs)</b> are: “... the tangible products/services delivered as a consequence of implementing a set of Activities” (Glossary of terms section, page 144).                      The question in section 3.3 of the evaluation grid for the Full Application form concerns both the indicators in the logical framework and activities planned to monitor the progress and to verify the achievement of benefits to the target groups.</p>
135.	<p>When it is asked in the Concept note form with:                      «Describe which particular expected results mentioned in the guidelines of the call will be addressed.”                      To what are they referring? Do they refer to the themes, guidelines p.8?</p>	<p>In section 1.2.1 of part A. of the Application form, the applicant is supposed to describe how the proposed action corresponds to the objectives and priorities of the Call specified in sections 1.2 of the Guidelines for Applicants.</p>
136.	<p>When it is asked in the Concept note form:                      Description of the action (max 1 page):                      “Background to the preparation of the action”.                      To what are they referring? What are we expected to describe?</p>	<p>In section 1.3 of part A of the Application form the applicant is supposed to justify the selection of the specified project objectives and the appropriateness of the partnership established, as well as to describe the way the proposal was developed and by whom.</p>
137.	<p>Some questions in the application form, like: Methodology (max 4 pages) Describe in detail: “the planned activities in order to ensure the visibility of the action and the EU funding.” are not refereed in the guidelines evaluation grid.                      Are these questions evaluated? If yes, how? If no, should we still answer them?</p>	<p>The applicant is strongly advised to submit the entire information requested in each of the application form sections. Any missing or non-comprehensive information may influence negatively the project evaluation results.</p>
138.	<p>What do they mean by «impact» in section 2.1.4, part B of the Application</p>	<p>Under the first bullet in section 2.1.4 of part B of the Application form the applicant is supposed to justify as</p>

## FREQUENTLY ASKED QUESTIONS No. 2

	form? Should we understand it in a general way, as if we would have ask what « effect » does it have? Or should we understand it according to the PCM specific meaning, exclusively related to the indicators of overall objective accomplishment? “Impact – the effect of the project on its wider environment, and its contribution to the wider sector objectives summarised in the project’s Overall objective and on the achievement of the overarching policy objectives of the EC.”	concretely as possible the sustainability (technical, economic, political and environmental) of the expected project outcomes.
139.	In the Full Application Form there is a section 2.1.2. Methodology (4 pages) but there is also next section 2.1.3 Methodology (4 pages) as well. Should we expect corrections in the Application form or you recommend us just to ignore this repetition and fill in the timetable of activities in maximum 4 pages?	When preparing your proposal, please follow strictly the instructions specified after the title of the respective section in the Application form.
140.	Is there any requirement in regard to the minimum income of the applicant per year?	There is no minimum annual turnover of the applicant required under this Call for proposals. However, please pay attention to: - the first selection criteria specified on page 15 of the GfA: “- have <i>stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding</i> ”; - section 1.4 of the evaluation grid for the Full Application form: “Does the applicant have stable and sufficient sources of finance?”
141.	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.
142.	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.
143.	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 “on the basis of the profit and loss account and balance sheet of the organisation” for the last 3 financial years – 2008, 2009 and 2010.
144.	What exactly do you mean by <u>Estimated taxes (C)</u> ?	As there is a procedure envisaged for VAT exemption of the services and supplies for the implementation of actions supported under this Cal, the applicants are supposed to fill 0 (zero) in the cell on the first column, last row of the table under section 2.1 of part B of the Application form (page 8).

## FREQUENTLY ASKED QUESTIONS No. 2

145.	I would like to know whether the Concept note of our project should be submitted before 10 <sup>th</sup> March. In other words, is there another deadline for the specific project's Concept note?	Because this is an open call for proposals, both the Concept note and the Full Application form have to be submitted together, up to 10 <sup>th</sup> March 2010.
146.	Are the application forms filled in English?	<i>Applicants must apply in English.</i> (section 2.2.1 of the Guidelines for applicants)
147.	What exactly do you mean by <u>Estimated taxes (C)</u> ?	As there is a procedure envisaged for VAT exemption of the services and supplies for the implementation of actions supported under this Cal, the applicants are supposed to fill <b>0</b> (zero) in the cell on the first column, last row of the table under section 2.1 of part B of the Application form (page 8).
148.	I would like to know whether the Concept note of our project should be submitted before 10 <sup>th</sup> March. In other words, is there another deadline for the specific project's Concept note?	There is no other deadline for the concept note. Because this is an open call for proposals, both the Concept note and the Full Application form have to be submitted together, up to 10 <sup>th</sup> March 2010.
149.	Are the application forms filled in English?	<i>Applicants must apply in English.</i> (section 2.2.1 of the Guidelines for applicants)

### D.2 LOGICAL FRAMEWORK

No	Question	Answer
150.	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 <b>O</b>bjectively <b>V</b>erifiable <b>I</b>ndicators (OVI), which should be also S.M.A.R.T.:</p> <ul style="list-style-type: none"> <li>• <b>S</b>pecific to the objectives to be measured,</li> <li>• <b>M</b>easurable – quantitatively or qualitatively,</li> <li>• <b>A</b>vailable at an acceptable cost,</li> <li>• <b>R</b>elevant to the info-needs of managers,</li> <li>• <b>T</b>ime-bound – to be known when the objective/target is to be achieved.</li> </ul> <p>For more details: Section 5 of the <a href="#">Project Cycle Management Guidelines</a>, p.80.</p>

### D.3 BUDGET OF THE ACTION

No	Question	Answer
151.	We will hire several international artists for the project. How to register their fees in the Budget (Annex 3). Under salaries or under Other costs or some other heading?	The costs for expatriates involved in project implementation or for the international staff assigned to the project shall be specified under budget subheading 1.2. The applicant shall describe in details the role and number of individuals involved.
152.	<p>Could you please clarify which expenses qualify under the budget heading 4. Local office?</p> <p>Can applicant's office costs (such as electricity bills, cost of communication,</p>	<p>Under budget heading 4. <i>Local office</i> the applicant may plan only costs necessary for the operation of a local office established especially for the implementation of the Action.</p> <p>This local office shouldn't be some of the offices of the</p>

## FREQUENTLY ASKED QUESTIONS No. 2

	rent, etc.) be presented here?	applicant and/or the project partner(s) (if any). The costs necessary for the operation of these offices are considered indirect project costs and have to be planed under budget heading 10. <i>Administrative costs (maximum 7% of the total direct eligible costs of the Action).</i>
153.	How to register the cost of the TV production services in the Budget (Annex 3)? Under 5.x heading or 6.x heading?	If the TV production services are to promote the action, the results achieved and/or the EU support, these costs are to be budgeted under 5.8 <i>Visibility actions</i> . If not, these costs shall be specified in details under budget heading 6. <i>Other</i> . In any case, all such services shall be sub-contracted.
154.	Can you please provide more details regarding indirect costs (overheads). Which costs should be considered as indirect?	The indirect costs are <i>"to cover the administrative overheads incurred by the Beneficiary for the Action"</i> . Among others these may cover costs for: office rent and maintenance, communication, office consumables, etc. The Indirect costs are specified as a flat rate under budget heading 10. <i>Administrative costs</i> and <i>"are eligible provided that they do not include costs assigned to another heading of the budget of the action."</i> (Art.14.4 of Annex II to the Standard Grant Contract)
155.	Could the rental of local offices of the project (in the partners' countries) - apart from the main office in Serbia - be included in the eligible indirect costs within the budget?	All costs for the offices of the applicant and the project partner(s) are considered indirect project costs and have to be planed under budget heading 10. <i>Administrative costs</i> .
156.	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> .
157.	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?	Applicants do not need to fill in Sheet 4. Use of contingency reserve of Annex B to the Guidelines for Applicants. 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.
158.	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.
159.	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 <i>"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)."</i> In the Justification of the estimated costs column please <i>"provide a justification of the calculation of the estimated</i>

## FREQUENTLY ASKED QUESTIONS No. 2

		costs. Note that the estimation should be based on real costs, as described in section 2.1.4 of the Guidelines for Grants Applicants.”
160.	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).
161.	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.
162.	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).
163.	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.
164.	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 a certified auditor.
165.	At what does it refers part 12 in budget Taxes, organisations, administrative fees, etc.?	As it is clarified in <i>Footnote 11</i> after the Project budget table (sheet 1. <i>Budget</i> of Annex B to the Guidelines for applicants), applicants shall fill in data under this budget heading “ <i>Only ... where the Beneficiary (or where applicable, its partners) can show it cannot reclaim</i> ” taxes, including VAT. The awarded grantees will receive special instructions on the VAT-exemption procedure applicable in Serbia.
166.	Whether the costs for notebooks, bags, manuals, etc. materials needed to implement project activities with students belong to visibility costs?	It is the applicant to decide if specific materials produced within an action will be used to visualise and promote the EU support and project results. Detailed explanation of the nature and types of visibility materials under different communication activities is published in the <a href="#">Communication and Visibility Manual for EU external actions</a> .
167.	I have found Log frame and Budget plan excel, <u>but I am not able to find WORKSHEETS NO 1, 2 AND 3.</u>	Annex B to the Guidelines for applicants is the Budget of the action. The excel file ( <a href="#">e3_c Budget</a> ) downloadable from the Project web-site contains 4 worksheets: <ul style="list-style-type: none"> <li>• <i>Worksheet 1. Budget</i></li> <li>• <i>Worksheet 2. Justification</i></li> <li>• <i>Worksheet 3. Sources of funding</i></li> <li>• <i>Worksheet 4. Use of contingencies</i></li> </ul> The applicant has to fill in the first three of them. The forth one is to be used to report the usage of the contingency reserve during the implementation of the action.
168.	At what does it refers part 12 in budget Taxes, organisations, administrative fees, etc.?	As it is clarified in <i>Footnote 11</i> after the Project budget table (sheet 1. <i>Budget</i> of Annex B to the Guidelines for applicants), applicants shall fill in data under this budget

## FREQUENTLY ASKED QUESTIONS No. 2

		<p>heading “Only ... where the Beneficiary (or where applicable, its partners) can show it cannot reclaim” taxes, including VAT.</p> <p>The awarded grantees will receive special instructions on the VAT-exemption procedure applicable in Serbia.</p>
169.	Whether the costs for notebooks, bags, manuals, etc. materials needed to implement project activities with students belong to visibility costs?	<p>It is the applicant to decide if specific materials produced within an action will be used to visualise and promote the EU support and project results.</p> <p>Detailed explanation of the nature and types of visibility materials under different communication activities is published in the <a href="#">Communication and Visibility Manual for EU external actions</a>.</p>
170.	I have found Log frame and Budget plan excel, but I am not able to find <u>WORKSHEETS NO 1, 2 AND 3</u> .	<p>Annex B to the Guidelines for applicants is the Budget of the action. The excel file (<a href="#">e3 c Budget</a>) downloadable from the Project web-site contains 4 worksheets:</p> <ul style="list-style-type: none"> <li>• Worksheet 1. Budget</li> <li>• Worksheet 2. Justification</li> <li>• Worksheet 3. Sources of funding</li> <li>• Worksheet 4. Use of contingencies</li> </ul> <p>The applicant has to fill in the first three of them. The fourth one is to be used to report the usage of the contingency reserve during the implementation of the action.</p>

### D.4 PADOR REGISTRATION

No	Question	Answer
171.	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).
172.	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.
173.	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 “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. (Guidelines for Applicants, p.17)
174.	What do we write under “paid staff” in PADOR?	These are the individuals receiving salary for working for the organisation.
175.	Can cultural organisations register in PADOR, as well?	Under this Call for proposals PADOR registration is obligatory for both applicants and partners.
176.	Does the local government if they are partners must have PADOR number?	All applicants and project partners have to be registered in PADOR before submission of the proposal.
177.	What is the deadline for the registration in 'PADOR form'?	Applicants and their partners have to register in PADOR before submitting the proposals.
178.	PADOR registration for the applicant and the partners are obligatory. Is this also the case for the associates?	“Registration in PADOR is obligatory for all applicants and their partners.” (section 2.2 of the Guidelines for applicants).

## FREQUENTLY ASKED QUESTIONS No. 2

		PADOR registration of associates is not obligatory.
179.	It is practically impossible for a recently established organisation to upload in PADOR the experience of organisation, financial data and sources of organisation. Does it mean that such organisation cannot apply at all, even as a partner of an already registered in PADOR organization?	<p><i>“Registration in PADOR is obligatory for all applicants and their partners.”</i> (section 2.2 of the Guidelines for applicants).</p> <p>Only <i>“the applicants and partners, whose applications are provisionally selected or listed on the reserve list”</i> (section 2.4 of the Guidelines for applicants) are invited to upload the requested supporting documents in PADOR.</p>
180.	Depending of the country, is it possible that there is a difference in EuropeAid ID number format?	All questions related to the registration in PADOR should be addressed to the PADOR helpdesk at: <a href="mailto:Europeaid-pador@ec.europa.eu">Europeaid-pador@ec.europa.eu</a> .
181.	If schools and institutions of culture (e.g. museum) which are state institutions are partners, should they also be registered in PADOR?	<i>“Registration in PADOR is obligatory for all applicants and their partners.”</i> (section 2.2 of the Guidelines for applicants).
182.	Should we provide translation of the documents in PADOR registration process?	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)
183.	Does the local government if they are partners must have PADOR number?	All applicants and project partners have to be registered in PADOR before submission of the proposal.
184.	What is the deadline for the registration in 'PADOR form'?	Applicants and their partners have to register in PADOR before submitting the proposals.
185.	PADOR registration for the applicant and the partners are obligatory. Is this also the case for the associates?	<p><i>“Registration in PADOR is obligatory for all applicants and their partners.”</i> (section 2.2 of the Guidelines for applicants).</p> <p>PADOR registration of associates is not obligatory.</p>
186.	It is practically impossible for a recently established organisation to upload in PADOR the experience of organisation, financial data and sources of organisation. Does it mean that such organisation cannot apply at all, even as a partner of an already registered in PADOR organization?	<p><i>“Registration in PADOR is obligatory for all applicants and their partners.”</i> (section 2.2 of the Guidelines for applicants).</p> <p>Recently established organisations can apply as well – they should upload statutes and insert the field of activities they are covering. If no recent financial report exist this can be left blank.</p>
187.	Depending of the country, is it possible that there is a difference in EuropeAid ID number format?	All questions related to the registration in PADOR should be addressed to the PADOR helpdesk at: <a href="mailto:Europeaid-pador@ec.europa.eu">Europeaid-pador@ec.europa.eu</a> .
188.	If schools and institutions of culture (e.g. museum) which are state institutions are partners, should they also be registered in PADOR?	<i>“Registration in PADOR is obligatory for all applicants and their partners.”</i> (section 2.2 of the Guidelines for applicants).
189.	Should we provide translation of the documents in PADOR registration process?	A translation is obligatory 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</i>



## FREQUENTLY ASKED QUESTIONS No. 2

		<i>relevant parts of these documents, proving the applicant's eligibility, must be attached. (Guidelines for Applicants, p.17)</i>
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### D.5 MISCELLANEOUS

No	Question	Answer
190.	What EU documents can we consult in the preparation of our projects?	This Call is implemented according to the provisions of <a href="#">PRAG '2010</a> . Applicants must guarantee the visibility of the EU financing following the provisions of the <a href="#">Communication and Visibility Manual for EU external actions</a> . For preparing the proposals and implementing the action (if supported) it is useful to consult the <a href="#">Project Cycle Management Guidelines</a> . For additional information about the specific area of their actions applicants may consult the <a href="#">European Union web-portal</a> .
191.	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).
192.	If we are provisionally selected, it is only then that we have to provide the balance sheet for the previous financial year, right? No financial documents are required on submission?	The applicants who have been provisionally selected or listed under the reserve list will be requested to supply through PADOR the supporting documents, as provided in sections 2.4.1 and 2.4.2 of the Guidelines for applicants.
193.	What is the difference between turnover and net earnings for a non-profit NGO?	<b>Turnover:</b> the amount of business transacted during a given period of time. <b>Net earnings:</b> the residual income of a firm after adding total revenue and gains and subtracting all expenses and losses for the reporting period. Applicants are strongly advised to consult professionals when filling in the financial data of the organisation.
194.	We have a question about Declaration by the applicant (Section 7 of part B of the grant application form), in the correction it says that it must be stapled separately and enclosed in the envelope. Does it mean that it should be gathered by stapler or stapled in separate folders?	<i>The Checklist (Section 6 of part B the grant application form) and the Declaration by the applicant (Section 7 of part B of the grant application form) must be stapled separately [from the other parts of the ready-made application] and enclosed in the envelope [together with the other parts of the application].</i> (section 2.2.2 of the Guidelines for applicants, page 12)
195.	If we are provisionally selected, it is only then that we have to provide the balance sheet for the previous financial year, right? No financial documents are required on submission?	The applicants who have been provisionally selected or listed under the reserve list will be requested to supply through PADOR the supporting documents, as provided in sections 2.4.1 and 2.4.2 of the Guidelines for applicants.
196.	What is the difference between turnover and net earnings for a non-profit NGO?	<b>Turnover:</b> the amount of business transacted during a given period of time. <b>Net earnings:</b> the residual income of a firm after adding total revenue and gains and subtracting all expenses and losses for the reporting period.

## FREQUENTLY ASKED QUESTIONS No. 2

<b>197.</b>	We have a question about Declaration by the applicant (Section 7 of part B of the grant application form), in the correction it says that it must be stapled separately and enclosed in the envelope. Does it mean that it should be gathered by stapler or stapled in separate folders?	<i>The Checklist (Section 6 of part B the grant application form) and the Declaration by the applicant (Section 7 of part B of the grant application form) must be stapled separately [from the other parts of the ready-made application] and enclosed in the envelope [together with the other parts of the application].</i>  (section 2.2.2 of the Guidelines for applicants, page 12)
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### E. EVALUATION OF PROPOSALS

No	Question	Answer
<b>198.</b>	“Are the activities appropriately reflected in the budget?” What does that mean? Where does that appear in the application form? And on which bases is it evaluated?	In section 5.1 of the grid for evaluating the full application form it is evaluated if the activities planned (sections 2.1.1 and 2.1.2 of part B. of the Application form) are adequately covered by the project budget (Annex III. 1. <i>Budget for the Action</i> ) and if the respective expenditures are justified accordingly (Annex III. 2. <i>Justification of the Budget for the Action</i> ).
<b>199.</b>	Will be the financial capacity of the partner(s) evaluated as well, since we expect financial contribution from them?	The financial capacity of the partners will be evaluated as well.
<b>200.</b>	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.
<b>201.</b>	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.

### F. IMPLEMENTATION OF SUPPORTED ACTIONS

#### F.1 START OF THE IMPLEMENTATION

No	Question	Answer
<b>202.</b>	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).
<b>203.</b>	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.
<b>204.</b>	When is expected the start of the implementation of the projects that receive funding for implementation?	The provisional date of signing contracts with awarded applicants is 21.06.2011 (section 2.5.2 of the Guidelines for applicants, page 17).
<b>205.</b>	When is expected the start of the implementation of the projects that receive funding for implementation?	The provisional date of signing contracts with awarded applicants is 21.06.2011 (section 2.5.2 of the Guidelines for applicants, page 17).

## FREQUENTLY ASKED QUESTIONS No. 2

### F.2 PAYMENTS

No	Question	Answer
206.	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"> <li>• 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;</li> <li>• a balance payment within 45 days of the Contracting Authority approving the final report.</li> </ul>
207.	When can we obtain the final instalment of the grant funds?	See the previous answer.
208.	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.
209.	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.
210.	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?	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"> <li>• 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;</li> <li>• a balance payment within 45 days of the Contracting Authority approving the final report.</li> </ul> <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>

### F.3 PROCUREMENT

No	Question	Answer
211.	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).
212.	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).
213.	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.

## FREQUENTLY ASKED QUESTIONS No. 2

### F.4 VAT-EXEMPTION

No	Question	Answer
214.	Is it possible for leading partner (applicant) to get VAT exemptions in case that the leading partner (applicant) is based out of Serbia and it is not VAT payer? What is the regulation for getting such VAT exemptions?	Regardless of the VAT status of the beneficiary, VAT is not eligible project cost. The exemption procedure differs from country to country and each applicant shall strictly follow the respective national regulations. The successful applicants will receive special instructions on the VAT exemption procedure in Serbia.
215.	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.
216.	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
217.	What procedures do we apply for staff recruitment?	There are no specific procedures envisaged for recruiting the staff for the positions listed under budget heading <i>1. Human resources</i> . When assigning individuals to the action, applicants and their partners have to follow the respective national employment legislation.
218.	Can we employ people on full time basis to implement the project?	Considering the specifics of the respective project, it is up to the applicant to decide about the form of assigning the project staff. When assigning individuals to the action, applicants and their partners have to follow the respective national employment legislation.
219.	How are projects audited?	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. “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.”