



DELEGATION OF THE EUROPEAN UNION
TO THE REPUBLIC OF SERBIA

Belgrade, 08/02/2011
Ref.No. 2011D0402

FREQUENTLY ASKED QUESTIONS No. 1

Support to Civil Society Project

Publication ref.: EuropeAid/130847/L/ACT/RS

Budget lines: 09SER01/03/21 and 10SER01/07/11

A. ELIGIBILITY OF APPLICANTS, PARTNERS, ACTIONS

No	Question	Answer
1.	<p>We would like to know if we can take 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>As we have some ideas for projects in the field of non-formal education, we would like to take part in this New EU call.....!</p>	<ul style="list-style-type: none">• Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant.• Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <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.	<p>Are the organisations of persons with disabilities eligible for the project?</p> <p>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.</p>	<ul style="list-style-type: none">• Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant.• Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <p><i>"In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities."</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
3.	<p>Is a theatre company officially registered as foundation eligible to be a partner?</p>	<ul style="list-style-type: none">• Any legal entity meeting the criteria defined in sections 2.1.2 of Guidelines for Applicants (p.7) is eligible to apply as a project partner.

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		<p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
4.	<p>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.</p>	<ul style="list-style-type: none"> • Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. • Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <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 countywide (e.g. organisation of students, etc.).</p>
5.	<p>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?</p>	<ul style="list-style-type: none"> • Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. • Any legal entity meeting the criteria defined in sections 2.1.2 of the Guidelines for Applicants (p. 7) is eligible to apply as a project partner. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
6.	<p>As we are independent production group and a private company, can we apply for the Call of Proposals?</p>	<ul style="list-style-type: none"> • Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
7.	<p>Does the Regional Centre for development of small and medium enterprises... (this Centre is registered, founded and financially supported by</p>	<p>See Answer 4</p>

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	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)?	
8.	Is the cluster of flower producers... eligible to be an applicant?	<ul style="list-style-type: none"> Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
9.	Whether a Swiss NGO registered in Serbia can apply for the “Support to civil society” project?	<ul style="list-style-type: none"> Any civil society organisation meeting the criteria defined in sections 2.1.1 of the Guidelines for Applicants (p. 6) is eligible to apply as applicant. <p><i>“In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4, p.13).</p>
10.	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> (e3_e_lefpublic_en.pdf), 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>
11.	If the applicant is registered according to the Serbian Law of Foundations and Legacies, shall we consider it as a NGO?	Under this Call for proposals, the organisations registered as foundations are considered non-governmental organisations.
12.	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"> Any action meeting the requirements as provided in section 2.1.3 of the Guidelines for applicants (p.7) may be awarded with a grant under this Call for proposals. <p><i>“In the interest of equal treatment of applicants,</i></p>

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	Which topics are preferred?	<i>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).
13.	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"> 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. <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).
14.	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.

B. PARTNERSHIP

No	Question	Answer
15.	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).
16.	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).

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C. APPLICATION FORM

No	Question	Answer
17.	Is it necessary to translate in English justifying documents like statutes of articles, registration certificate and financial reports?	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 where the action is implemented [Serbian], 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> (GfA, p.17)
18.	When the application form mentions «expected results», does it concern only outputs or outputs & 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?	As per the Project Cycle Management Guidelines and the terminology used in the Application form: Outcomes are: <i>“... the expected benefits to the target group(s)”</i> (The Logical Frame Approach section, page 73, fig. 24), Results (outputs) are: <i>“... the tangible products/services delivered as a consequence of implementing a set of Activities”</i> (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.
19.	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?	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.
20.	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?	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.
21.	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?	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.
22.	What do they mean by «impact» in section 2.1.4, part B of the Application form? Should we understand it in a general way, as if we would have ask what « effect » does it have? Or should	Under the first bullet in section 2.1.4 of part B of the Application form the applicant is supposed to justify as concretely as possible the sustainability (technical, economic, political and

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	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.”	environmental) of the expected project outcomes.
23.	“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>).
24.	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.
25.	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: <ul style="list-style-type: none"> - the first selection criteria specified on page 15 of the GfA: “- have <u>stable and sufficient sources of finance</u> to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding”; - section 1.4 of the evaluation grid for the Full Application form: “Does the applicant have stable and sufficient sources of finance?”

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D. BUDGET OF THE ACTION

No	Question	Answer
26.	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.
27.	<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, rent, etc.) be presented here?</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 applicant and/or the project partner(s) (if any).</p> <p>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></p>
28.	How to register the cost of the TV production services in the Budget (Annex 3)? Under 5.x heading or 6.x heading?	<p>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 <i>5.8 Visibility actions</i>.</p> <p>If not, these costs shall be specified in details under budget heading 6. <i>Other</i>.</p> <p>In any case, all such services shall be sub-contracted.</p>
29.	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 and "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)
30.	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> .

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E. VAT EXEMPTION

No	Question	Answer
31.	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.