



Belgrade,

FREQUENTLY ASKED QUESTIONS

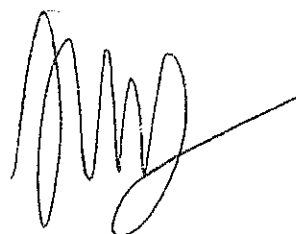
Civil Society Facility Programme 2015

Publication reference: EuropeAid/151767/DD/ACT/RS

No.	Question	Answer
1.	We kindly ask you for clarification regarding the eligibility criteria for applicants. Namely, if the organization (NGO) is part / founding organization of the national network formally registered as Network and with separate legal entity, and at the same time is member of the international organization / network with its own legal entity (established according to Belgium regulations), is the fact that the NGO is already applying as lead applicant to this Call affecting the application prospects and eligibility of the other Networks – both national and European, where the applicant is active member?	Please note that in line with the Guidelines for Applicants, section 2.2.4., p. 18, <i>"To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities."</i>
2.	We were wondering if the lead applicant or co-applicant on one project is eligible to be an associate on some other project?	Please see answer to question No.1. In addition please note the roles of Associates and Contractors are described under section 2.1.3, p.9 of the Guidelines for applicants. Further to that, the provisions related to <i>"Number of applications and grants per applicants/affiliated entities"</i> (p.12 of Guidelines for applicants) do not include associates.

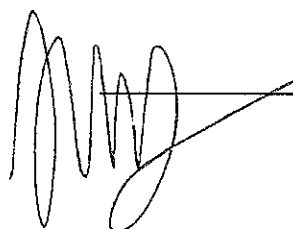
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3.	Could you upload the complete version of the Annex A.1 (Concept Note), as the current version does not contain the questions under the sections 1.3 (Lead applicant, co-applicant and affiliated entities) and 1.4. (Project details)?	Please note that the complete version of all Annexes have been published, including Annex A.1 (Concept Note). Further to this, the sections you refer to have been deleted from the template as they are now to be filled in on-line, in PROSPECT directly, under relevant sections/tabs. Please consult PROSPECT manual for applicants as well as the PROSPECT demonstration movie (" <i>Demo on PROSPECT</i> ") published on EuropeAid web site https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=151767
4.	I would like to know if there is any limitation for CSOs which are already grant recipients to apply to further CSF calls, i.e. if they have to wait for a certain number of years before they are eligible?	No, there is no limitation. Please note that grant cannot be awarded for the same action already financed by the EU. In line with PRAG section 6.3.7, please note that " <i>The applicants must specify in the application form any applications and awarded grants relating to the same action or to the same work programme.</i> "
5.	Is it possible for experts from EU member states to receive honoraria under this call for proposals? Their involvement in the project activities would be occasional and if possible, their honoraria would be paid from budget line 5 of Annex B - Budget. Is it possible to cover travel expenses of experts from EU member states to Serbia and their accommodation in Serbia for the purpose of realization of project activities?	Yes. In accordance with Article 14 of the General Conditions the costs for travel, accommodation and honoraria for experts from the EU member states are eligible costs.
6.	In Theme 3 CSOs participation in the process of negotiations and policy monitoring you listed sub-topics: CSOs-government dialogue in policy reform. Do subtopics include local governments or only national level?	Theme 3 includes the dialogue between government and CSOs at all levels.



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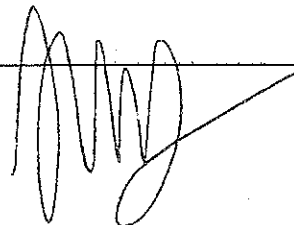
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7.	In the section "Types of action" you listed actions which could be financed under this call, among others - Advocacy and monitoring actions regarding the policy dialogue between government and civil society. What do you consider by specific themes – only themes concerning Chapters 23 and 24? If we submit a concept note for Theme 3- CSOs participation in the process of negotiations and policy monitoring, do we have to stick to themes concerning Chapters 23 and 24 or may we cover the topic of building mechanisms for the negotiation process?	Please see answer to question No.1 The specific sectors or themes to which the actions must relate are listed in section 2.1.4 of the Guidelines for applicants, page 9. Regarding the eligible actions, i.e. the actions for which an application may be made, please consult Guidelines for applicants, page 10-11.
8.	Can both applicants (lead applicant and co-applicant) be registered in the Republic of Serbia for the Theme 3?	Please see answer to question No.1. In addition to that, please see the eligibility criteria set under 2.1.1. <i>Eligibility of applicants (i.e. lead applicant and co-applicant(s))</i>, p.6-7 of the Guidelines for applicants.
9.	May certain number of activities be realized outside of Serbia, in the case of topic one, or all activities must be realised on the territory of Serbia?	In line with the Guidelines for Applicants, section 2.1.4 <i>Eligible actions: actions for which an application may be made</i>, p. 10, the location of the activities is defined as follows: For Themes 1 and 3 actions must take place in Serbia. For Theme 2 actions must take place in Serbia and Kosovo*¹. Should the activities described in the project proposal involve activities in countries outside Serbia, the expenses incurred in this way shall be considered eligible if such activities deemed appropriate.
10.	May trade unions apply for this Call for proposals and participate with civil society organizations?	Please see answer to question No.1.
11.	Please clarify whether organizations registered in Kosovo are eligible partners, with regards to Theme 2?	Please see answer to question No.1. In addition to that, please see the eligibility criteria set under 2.1.1. <i>Eligibility of applicants (i.e. lead applicant and co-applicant(s))</i>, p.6-7 of the Guidelines for applicants.



¹ This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo Declaration of Independence

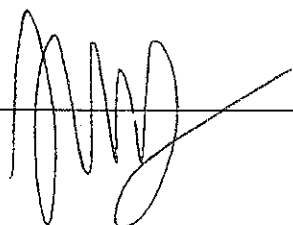
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12.	What requirements a legal entity must fulfil for Financial support to third parties. Whether this also concerns Theme 2, which explicitly deals with cooperation and activities that have to take place in both Serbia and Kosovo?	In line with the Corrigendum 1 to the Guidelines for Applicants: <i>"For the purposes of this Call for Proposals, third parties are civil society organisations in Serbia. For Theme 2, third parties are civil society organisations in Serbia and Kosovo."</i>
13.	In Annex A1 – the concept note, section 1.2.1, item 3, where it says "relevance", the instructions state: <i>"Describe which of the expected results referred to in the guidelines for applicants will be addressed"</i> . Can you please clarify what should be considered as "expected results"?	The expected results of the guidelines should address the specific objectives of the Call for proposals identified in section 1.2 Objectives of the programme and priority issues, p.4 : • To increase the effectiveness of the Serbian CSOs in undertaking initiatives focused on Chapter 23 and 24; • To enhance regional cooperation and dialogue between Serbia and Kosovo; • To strengthen the role of civil society organisations in the process of negotiations with the EU and policy monitoring.
14.	Regarding "ineligibility", it was stated that those activities which are already financed by the European Union through other programs are not "eligible". Does this imply that if we already have another project, we cannot apply to this Call for proposals?	Please see answer to question No.4. In addition to that, please note that in line with the Guidelines for applicants, p.15 <i>"costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant are ineligible."</i>
15.	Can one application cover more than one theme?	Yes it can. In addition, please note that the specific sectors or themes to which the actions must relate are listed in section 2.1.4 of the Guidelines for applicants, p. 9.
16.	Is the list of "types of action" closed or we can propose the actions beyond its scope?	Yes, the list of "types of action" is exhaustive. Regarding the eligible actions, i.e. the actions for which an application may be made, please consult Guidelines for applicants, p. 10-11.
17.	Is there a limitation, that is, a limit on how much of the budget can be allocated to salaries?	No, there are no limitations. However, please note that the <i>"Budget and cost-effectiveness of the action"</i> (point 5 of the evaluation grid) is a section to be assessed during the stage of the Full applications in line with the published criteria.
18.	If, for instance, our project calls for a regional event, such as a conference, this can only be realised, then, on the territory of Serbia and Kosovo?	Please see answer to question No.9.
19.	If the activity we propose is a "follow-up" to a project previously funded by the European Union, are then such projects a priori "ineligible"?	Please see answer to question No.1. and No.14.



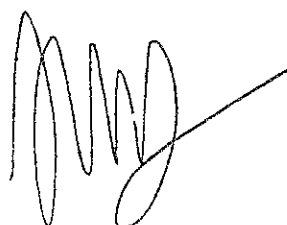
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20.	With regards to Theme 1 is it mandatory to cover Chapters 23 and 24 together or they can be addressed separately?	The list of all specific themes and sub-topics are listed in section 2.1.4 <i>Eligible actions: actions for which an application may be made</i> of the Guidelines for applicants, p. 9 and they can be addressed separately.
21.	In relation to universities, can you clarify what is their status regarding this Call for proposal and can they participate in any capacity?	Please see answer to question No.1. In addition to that, please see the eligibility criteria set under 2.1.1. <i>Eligibility of applicants (i.e. lead applicant and co-applicant(s))</i> , p.6-7 of the Guidelines for applicants.
22.	Are there defined budget allocations per each Theme?	No. The total available budget for this Call for Proposals is EUR 3.8 million and is available equally to all Themes listed.
23.	Regarding VAT exemption for small grants, how is this exemption regulated?	The same VAT exemption procedure applies for financial support to third parties (small grants), as for the applicants and co-applicants. Please consult <i>Annex J - Information on the tax regime applicable to grant contracts</i> .
24.	Can an organization which is an applicant or a co-applicant in one project, be an "associate" on another?	Please see answers to question No.1. and No.2.
25.	Are cultural institutions eligible organisations under this Call for Proposals?	Please see answer to question No.1. In addition to that, please see the eligibility criteria set under 2.1.1. <i>Eligibility of applicants (i.e. lead applicant and co-applicant(s))</i> , p.6-7 of the Guidelines for applicants.
26.	In case of financial support to third parties, is there any rule that the organizations must have a yearly turnover over 10,000 EUR and that they were never users of EU funds?	No. Please note that the stable and sufficient sources of finance are checked in the stage of the Full applications and for the lead applicant (point 1.4 of the evaluation grid) p.24. of the Guidelines for applicants. Please also note that for the purposes of this Call for proposals third parties are civil society organisations in Serbia. For Theme 2, third parties are civil society organisations in Serbia and Kosovo.
27.	What can be accepted as co-financing and could that be salaries of the staff working on the project?	The co-financing could be provided for any costs listed in the budget breakdown. Please note the provisions on eligible and ineligible costs in this relation.
28.	What is the maximum number of co-applicants in one application?	There is no limit in number of co-applicants per application. All co-applicants must sign the mandate in Annex A.2, section 4. Likewise, please also note the remaining provisions related to " <i>Number of applications and grants per applicants/affiliated entities</i> " (p.12 of Guidelines for applicants).



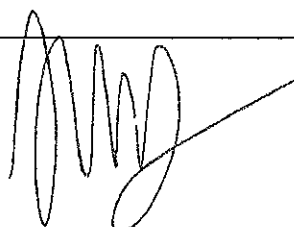
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29.	Could construction actions which may be important for the realisation of the main activities be considered as eligible?	Please see answer to question No.1. In line with Guidelines for applicants p.11, the actions essentially focused on construction activities, purchase of equipment, purchase and/or renovation of building or offices are not eligible for this Call for Proposals.
30.	If an individual registers as the user in PROSPECT, is it necessary for this person to be authorized person, or can the contact person be the same as an authorized person, that is, the account's user?	If one person submits or start the submission of a proposal and has to stop for any reason, the proposal cannot be taken over by another user, even if belonging to the same organisation. It is nevertheless possible to create an organisational ECAS account that can be shared by several or all colleagues and to initiate any application with this account. Note though that PROSPECT accounts are individual (there is no "organisational" account) – meaning that the accounts are directly linked to the users (persons) who manage specific applications. If you have already started an application, note that you cannot start another one from scratch, either. Please also consult further PROSPECT Manual for Applicants "MA PROSPECT APPLICANTS EN"), posted on the web site of the call and included in the package from info-sessions.
31.	We are users of an operating grant. Does this disqualify us to request seven percent "overheads", i.e. Indirect costs?	Please note that <u>if any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.</u>
32.	Do the co-applicants have to be registered in PADOR before the submission of the concept note?	Registration in PADOR is obligatory for lead applicants before the submission of Concept note. However, please note that PROSPECT takes/imports all relevant organisational data from PADOR, therefore it is highly recommended to register all co-applicants/affiliated entities even in the stage of the concept note. Please note that at Full application step registration <u>is obligatory</u> for co-applicant(s) and affiliated entity(ies). Lead applicants must make sure that their PADOR profile is up to date.



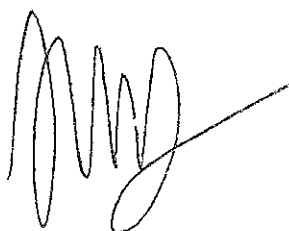
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33.	Is there a definition of what are the independent regulators, who can be co-applicants in this Call for proposals?	Please see answer to question No.1. Regulatory and independent bodies are regulated by public law with a public service mission in the fields relevant to the Call of Proposals. Please note that the eligibility is checked against the supporting documents as listed under section 2.4, point 1 of the Guidelines for applicants, p.27: <i>"The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity"</i>
34.	Could you confirm that media as profit organisations are eligible as co-applicants?	Please see answer to question No.1. Please also note that in line with the Guidelines for applicants, p.7, for co-applicants: <i>"In addition to the categories referred to in section 2.1.1, the following are however also eligible:</i> • <i>Media (print, electronic, on-line media, news agencies);</i> • <i>Independent bodies and independent regulators working in the areas relevant for the Call."</i> However, please take further note on the ineligible costs, p.15: <i>" profit or surplus of the receipts over the eligible costs: no grant may give rise to profits, i.e. it must only balance income and expenditure for the action"</i>
35.	Are Chamber of Commerce or other similar organizations eligible applicants in this Call for Proposals?	Please see answer to question No.1. In addition to that, please see the eligibility criteria set under 2.1.1. <i>Eligibility of applicants (i.e. lead applicant and co-applicant(s))</i>, p.6-7 of the Guidelines for applicants.
36.	How do you assess the financial and operational capacity of co-applicants?	The financial and operating capacity of the applicant, co-applicant and affiliated entity is evaluated based on the published evaluation grid for <i>Evaluation of the Full Application, Step 2: Opening and Administrative check and Evaluation of the Full Application</i>, p. 24 of the Guidelines for applicants. The stable and sufficient sources of finance are checked only for the lead applicant (point 1.4 of the evaluation grid) p.24 of the Guidelines for applicants.



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37.	Could you clarify if the procurement has to be executed for the budget items listed in section 1: Human resources or this rule only concern sub-heading Other costs, services?	Procurement rules, as in line with Annex IV, apply for budget headings for which procurement procedures need to be launched. They are in most cases related to budget heading "Other costs, services".
38.	Is it possible for an organization to be an applicant in one application, and an "associate" or a "contractor" in another?	Please see answer to question No.1. In addition please note the roles of Associates and Contractors are described under section 2.1.3, p.9 of the Guidelines for applicants. Further to that, the provisions related to " <i>Number of applications and grants per applicants/affiliated entities</i> " (p.12 of Guidelines for applicants) do not include associates.
39.	Does the co-financing have to be provided at the very beginning of the project or it can be obtained throughout the duration of the project?	Co-financing will be checked at the end of the project to establish the total eligible costs of the action which includes EU and Other contributions (Applicant, other Donors etc).
40.	Regarding budget item "contingency", how detailed are we expected to be in justification of these costs?	Please note that the justification for budget heading "Provision of contingency reserve" should include details on adjustments necessary in the light of unforeseeable changes of circumstances on the ground related the proposed action.
41.	Should we submit the copy of applicant's annual financial report in hard copy, or has it to be only uploaded in to PADOR?	The requested supporting documents must be uploaded in PADOR and supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.
42.	Does the annual financial report have to be translated and certified by a court interpreter?	In line with Guidelines for applicants, p. 27 there is no need to certify the translation by a court interpreter. Where such documents are not in one of the official languages of the European Union or in the language of the country where the action is implemented, a translation into the English of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility must be attached for the purpose of analysing the application.



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43.	Please clarify what is the annual turnover needed by the applicant to satisfy financial capacity in relation to the minimum grant of 300.000 EUR?	There is no annual turnover threshold defined in the Guidelines for applicants. The financial and operating capacity of the applicant, co-applicant and affiliated entity is evaluated based on the published evaluation grid for Evaluation of the Full Application, Step 2: Opening and Administrative check and Evaluation of the Full Application, p. 24 of the Guidelines for applicants. The stable and sufficient sources of finance are checked only for the lead applicant (point 1.4 of the evaluation grid) p.24. of the Guidelines for applicants.
44.	Is it necessary to submit the co-applicant's turnover for the previous year?	No. As in line with the Guidelines for applicants, p. "A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies))."
45.	If the applicant is from Serbia, can the co-applicant be a civil society organisation from a country which is member of EU?	Please see answer to question No.1. In addition to that, please see the eligibility criteria set under 2.1.1. <i>Eligibility of applicants (i.e. lead applicant and co-applicant(s))</i> , p.6-7 of the Guidelines for applicants.
46.	If the financial statements/reports for 2015 are not ready yet, which documents should be submitted for the financial assessment?	In line with the Guidelines for applicants, p.18, the profit and loss account and the balance sheet for the last financial year <u>for which the accounts have been closed</u> should be submitted by the lead applicant.
47.	In case of several co-applicants, should we upload the mandates as one PDF document or several separate PDF documents?	All mandates of the co-applicants must be submitted in the form as in section 4 of annex A.2, signed, and uploaded as one or multiple PDF documents.
48.	If one of the co-applicants in a grant with multiple number of co-applicants, has received an operating grant, can indirect costs be budgeted for all other co-applicants?	Please note that if any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action. However, all the remaining co-applicants can request the respective percentage of indirect costs, which in total proposed budget excludes the costs of the co-applicant in receipt of an operating grant.

