



Belgrade,

FREQUENTLY ASKED QUESTIONS

INFORMATION AND COMMUNICATION 2015

Publication reference: EuropeAid/151845/DD/ACT/RS

No.	Question	Answer
1.	Can we submit a letter of recommendation from any one of our collaborators from any one of our previous projects, or does this have to be a part of communication pertaining to a specific project?	In line with the Guidelines for applicants section 2.4 in relation to the supporting documents to be submitted by provisionally selected applicants, p.27, copies of the certificates of professional experience and/or a written letter of satisfaction issued by the Client/Employer/Contracting Authority should be in a form evidencing the experience of the applicant in the relevant fields related to EU communication and EU integration process projects/activities.
2.	Is there a limit on the annual turnover of an applicant?	There is no specific amount of the annual turnover set and defined by the Guidelines for applicants. However, please note that 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: <i>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.
3.	Is the financial support disbursed all at once before the beginning of the project, or in installments during its duration, or after the project has been completed?	The payment arrangements are defined in article 4 of the Standard Grant contract (Annex G of the Documents for information) and given in three options which shall be made in accordance with Article 15 of Annex II – General conditions, depending on the conditional ties set therein.
4.	Can you explain what is meant by "financial support to third party"?	Financial support to third parties for the purpose of this call is support provided to parties other than beneficiaries of the grant, i.e. third parties, through small grants or sub-granting. Please note that in line with the Guidelines for applicants, p.11, these third parties <u>are neither</u> affiliated entity(ies) nor associates nor

FREQUENTLY ASKED QUESTIONS

No.	Question	Answer
		contractors.
5.	How are the small grants to the third parties regulated?	<p>Financial support to third parties is regulated by the set of rules defined in the Guidelines for applicants under the section "<i>Financial support to third parties</i>" p.11.</p> <p>Please note that a <u>maximum of 10% of the action total eligible costs per lot</u> may be dedicated to provide financial support to third parties and that financial support to third parties may not be the main purpose of the action.</p>
6.	What is the minimum and maximum number of co-applicants?	<p>In line with Guidelines for applicants, pp.7-8, <u>at least two co-applicants are mandatory per each LOT</u> and they must be established in Serbia.</p> <p>Maximum number of co-applicants and/or affiliated entities must not exceed three.</p> <p>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).</p>
7.	Can the same consortium apply for both lot one and lot two? We were told that a consortium cannot apply twice for the same lot, but can they apply for both separately?	<p>Yes, the provisions related to "<i>Number of applications and grants per applicants/affiliated entities</i>" (p.12 of Guidelines for applicants) are given <u>per LOT</u>.</p> <p>However, please mind the requirements related to co-applicants, Guidelines for applicants pp.7-8.</p> <p>See answer to question No.6.</p>
8.	Can those who have used EU funds in the past, or have worked or are currently working on a project funded/supported by the EU still apply?	<p>Yes, but 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>"</p> <p>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>"</p>
9.	Can we include consultancy or organizational costs for the preparation of our application preceding the grant implementation into our budget?	<p>No. In line with Article 14 of the General Conditions (Annex II of Documents for Information), among other, eligible costs are those that "<i>are incurred during the implementation of the Action as specified in Article 2 of the Special Conditions, in particular costs relating to services and works shall relate</i></p>

FREQUENTLY ASKED QUESTIONS

No.	Question	Answer
		<i>to activities performed during the implementation period."</i>
10.	Can I be involved in this project if I am the coordinator on another, ongoing EU project?	Please see answer to question No. 8.
11.	A civil society organization wants to know if they can apply for this call of proposals even if they operate a radio station, albeit on the internet, as part of their activities?	<p>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></p> <p>Further to that, please consult the eligibility criteria set under 2.1.1. <i>Eligibility of applicants (i.e. lead applicant and co-applicant(s))</i>, p.7 of the Guidelines for applicants and Corrigendum 1, p. 2.</p>
12.	Size of grants - is it correct understanding that the minimum amount for LOT 1 is 400,000.00 EUR and the maximum amount 450,000.00? This implies that only one grant would be awarded?	<p>Yes. Please note that any grant requested under this Call for Proposals for LOT 1 <u>must fall between the minimum</u> amount of 400,000.00 EUR <u>and maximum</u> amount of 450,000.00 EUR of total eligible costs of the action.</p> <p>Awarding of one grant per LOT is indeed one of the possibilities of this Call for proposals.</p>
13.	Number of applications per applicants - can my organization be a co-applicant in more than one application under this call for proposal?	<p>No, it may not for the same LOT. Please note that in line with the Guidelines for Applicants, <i>"Number of applications and grants per applicants/affiliated entities"</i> p.12, relevant provisions for a co-applicant/affiliated entity are per LOT:</p> <ul style="list-style-type: none"> • A co-applicant/affiliated entity <u>may not submit more than one application per LOT</u> under this call for proposals. • A co-applicant/affiliated entity <u>may not be awarded more than one grant per LOT</u> under this call for proposals.
14.	Since there is no detailed explanation regarding the conditions a TV as a lead applicant should fulfill, our question deals with the license issue. Which type of license should a TV as a lead applicant possess – national exclusively, or is it sufficient for it to have a local operating license?	<p>Please see answer to question No. 11.</p> <p>Further to that, please consult the eligibility criteria set under 2.1.1. <i>Eligibility of applicants (i.e. lead applicant and co-applicant(s))</i>, p.7 of the Guidelines for applicants and Corrigendum 1, p. 2.</p> <p>In order to be eligible for a grant, as one of the criterion listed, the lead applicant must be <i>"TV with national operating license"</i>.</p>
15.	Can a non-profit media organization registered in Belgium with an established	Please see answer to question No. 11.

FREQUENTLY ASKED QUESTIONS

No.	Question	Answer
	office in Serbia be co-applicant under this call for proposal?	Please mind the relevant eligibility criteria for two mandatory co-applicants set under section 2.1.1., pp.7-8 of the Guidelines for applicants.
16.	<p>When it comes to PADOR registration, is it obligatory to upload a Statute, Financial Reports and Audit Reports before the selection process or can we upload them later, after we have been potentially selected?</p> <p>Also, are the documents in question to be translated by the authorized court interpreter?</p>	<p>Please note that the registration of information about the organizations involved in the action in PADOR <u>is obligatory</u> for this call for proposals <u>for lead applicants</u> before the submission of Concept note. However, please note that PROSPECT takes/imports all relevant organizational data from PADOR, therefore it is <u>highly recommended</u> to register all co-applicants/affiliated entities even in the stage of concept note.</p> <p>In addition, as in line with section 2.2.5 Full applications, p.18 of the Guidelines for applicants, a copy of the lead applicant's accounts of the latest financial year (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed) <u>must be uploaded in PADOR by the full application deadline.</u></p> <p>Further to that, please note the supporting documents that must be provided through PADOR for provisionally selected applications set under section 2.4, p. 27 (statutes, external audit reports, legal entity sheet, financial identification form and copies of certificates of professional experience). The requested supporting documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.</p> <p>In line with the 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 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 analyzing the application.</p>
17.	We would also like to draw your attention to the fact that the links for downloading the documents to be completed are corrupted i.e. there is a problem (Publishable Document	To ensure equal treatment of applicants, Calls for Proposals are published primarily on the EuropeAid website https://webgate.ec.europa.eu/europeaid/online-

FREQUENTLY ASKED QUESTIONS

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	not found by id = 137781)	<p>services/index.cfm?do=publi.welcome, as listed in the Guidelines for applicants on p.17, where all documents were accessible without interruption.</p> <p>Additional publication of the Call for Proposals on the EU Delegation to the Republic of Serbia website was double checked and is fully functioning.</p>
18.	<p>We are an independent legal entity and faculty affiliated with XXX University (in accordance with Article 47, Paragraph 7 of the Higher Education Act of the Republic of Serbia). As such, the Faculty is entitled to act on its own in all legal and business matters, to exert full control over all its assets, and independently make all decisions regarding its functioning. The Faculty has its own EuropeAid ID and PIC.</p> <p>My query is whether we are eligible to apply as a co-applicant to participate in the Information and Communication 2015 programme, given that your Guidelines state that only universities, libraries, and CSOs/NGOs are eligible.</p>	Please see answer to question No. 15.



