



EUROPEAN UNION
DELEGATION TO THE REPUBLIC OF SERBIA

Finance and Contracts

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FREQUENTLY ASKED QUESTIONS No. 1

EXCHANGE 3

Publication ref.: EuropeAid/129394/C/ACT/RS

Tender no: 07SER01/02/31

No	Question	Answer
1.	<p>One of the requirements for the First Call for Proposals of the Exchange 3 grant scheme is to submit statutes.</p> <p>Could a copy of notification of classification (Republic Statistical Office of Serbia) and Certificate to proof registration, translated by a certified court interpreter, be attached instead of the Statute?</p>	<p>Statutes are required. They are also required for PADOR registration.</p>
2.	<p>One of the requirements for the First Call for Proposals of the Exchange 3 grant scheme is to submit statutes. Should these statutes be translated into English by a certified court interpreter?</p>	<p>Where the 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 applicant's eligibility, must be attached and will prevail for the purpose of analysing the application.</p> <p>Therefore, since Serbia is the country where the action is implemented it is not obligatory to translate supporting documents in to English language.</p>
3.	<p>When should we submit the Financial Identification Form?</p>	<p>We would suggest to submit a Financial Identification Form together with the Application Form and other Annexes at the deadline mentioned in the Guidelines (10 March 2010, 15.00h). However, if missing, it will be requested at the third stage of evaluation before the Eligibility Check.</p>

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4.	One of the requirements for the first Call for Proposals of the Exchange 3 grant scheme is to attach a strategy of our municipality in which proposed project is identified as a priority. Do we have to translate the strategy too in English language?	<p>Where the 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 applicant's eligibility, must be attached and will prevail for the purpose of analysing the application.</p> <p>Therefore, since Serbia is the country where the action is implemented it is not obligatory to translate supporting documents in to English language.</p>
5.	Can faculties participate as partners in the project?	<p>Institutions and organizations fully or partially financed from the budget of the Republic of Serbia or municipal budget can participate as partners in the project.</p> <p>Therefore if it concerns a faculty of a university/institute that is partially or fully funded from the budget of the Republic of Serbia or municipal budget, such a faculty can participate as partner in a project.</p>
6.	Is an Italian or Greek NGO registered in Serbia eligible as partner under this Call for Proposals?	<p>An Italian or Greek NGO registered in Serbia in principle is eligible as partner. However, in order to be eligible the Italian / Greek NGO registered in Serbia will have to provide the same supporting documents/proof as is required from Serbian NGO's partners.</p>
7.	<p>When a project proposal is related to the development of the Spatial plan of the municipality, it is unclear whether the Spatial plan development itself must be grounded in a Strategy of Sustainable Development, or whether it is sufficient to be recognized that the Spatial Plan supports the achievement of project activities defined by the Strategy, concerning the use of natural and created resources, which, as such, must be included in the Spatial Plan, to allow their rational use.</p> <p>Specifically, the Strategy of sustainable development does not foresee development of the Spatial Plan, but does foresee project activities that must be supported by the Spatial Plan, such as. construction and improvement of infrastructure, creation of energy efficiency, improving water supply</p>	<p>If a Spatial Plan is necessary to support the implementation of goals/results/activities as identified in a municipal Strategy for Sustainable Development, in principle development of such a Spatial Plan is eligible. However, in the Application Form you should concretely and clearly describe link between the strategic document and proposed Action, i.e. which goals/results/activities in the municipal Strategy for Sustainable Development are supported by development of the Spatial Plan.</p>

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	systems, environmental protection, revitalization of cultural and historical heritage, etc. Could, in this case, the project proposal of the Spatial Plan development be justified?	
8.	Is a partnership with a "more developed/experienced" municipality related to the Types of activity from the Guidelines section 2.1.3. mandatory or not? Or - can you explain us more about listed modalities?	<p>A partnership with at least one more developed/experienced municipality (either EU or Serbian municipality) is obligatory.</p> <p>Modalities for this purpose are modality A (Technical Assistance) and/or Modality B (Study tours and internships). Please note that modality B. (Study Tours and Internships) only is allowed when combined with Modality A.</p>
9.	Could the documentation that has to be submitted during registration in PADOR be provided in Serbian language, or is it desirable to be translated in English? Also, should a strategic document (or part of it), on which the project proposal is based be translated in English, or it is not an obligatory to translate it at all?	<p>For this call for proposals where the 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 applicant's eligibility, must be attached and will prevail for the purpose of analysing the application.</p> <p>Therefore, since Serbia is the country where the action is implemented it is not obligatory to translate supporting documents in to English language.</p>
10.	<p>Does EUR 300.000 represent the maximum project value, or is it the maximum amount of the grant awarded for the project while the project value may be more than 300.000 (i.e. can we submit our project if it has a value of EUR 400.000 and more provided that our own contribution is more than 10%)?</p> <p>If later is the case, how we present this in the Budget (Annex B)? Do we present only the amount of EUR 300.000 (the EU grant we are asking for) or we present the total amount of the project i.e. EUR 400.000?</p>	<p>300.000 EUR is the maximum size of the grant.</p> <p>The total project costs may exceed this maximum grant size.</p> <p>Applicant must present the total amount of the project costs, in the Budget, Annex B (in your case that would be EUR 400.000).</p>
11.	Can our municipality submit 1 application as beneficiary and 2 applications as a partner, i.e. can we take part in 3 projects at the same time?	<p>An applicant may not submit more than 1 application under this call for proposals as Applicant.</p> <p>An applicant may at the same time be partner in a maximum of two applications.</p>

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		Therefore, your municipality is indeed allowed to take part in 3 projects at the same time (one time as Applicant and two times as partner).
12.	<p>When entering data in PADOR we ran into the following situation: All Serbian municipalities are obliged to complete the Final Financial Report for the year 2009 only by May 2010, so at the moment we do not have yet the Final Financial Report for 2010.</p> <p>When we opened the section in PADOR where we have to enter financial information about our municipality, we only found a row for 2009 and we filled it all with zeros (0) (Is it correct?).</p> <p>After I saved 2009, the next row (2008) was shown and we filled it with relevant data and saved it.</p> <p>After we saved the data for 2008, no new row was shown(!?) but we know that we need to fill this section for at least the last 3 years.</p> <p>We logged out and logged in a few times, but the problem occurred again and could not be solved.</p>	<p>Official information from PADOR help-desk:</p> <p>1. If you do not have yet the Final Financial Report for 2009, then indeed you can not fill in amounts for 2009. You have correctly entered zero's. You are advised to add however the financial data for 2009 in PADOR as soon they become available.</p> <p>2. Regarding number of available rows for financial data on previous years, please be informed that it depends on year of registration. As you have included 2007 as the date of registration, official response from PADOR help desk that it is not possible for you to get data for 2006. 3 years are requested maximum for old organisations (more than 3 years: they do not have to fill in everything)</p> <p>Possible solution would be to enter date of previous (first) registration.</p>
13.	<p>In the quick guide for local authorities (http://ec.europa.eu/europeaid/work/onlineservices/pador/documents/doc4_public_admin_en.pfd) we have found</p> <p>Financing sources <i>An option has been added in order to better cater for local authorities' needs:</i> <i>- "Taxes/Local taxes/Government donations", for which you should indicate 100% (fourth column)</i></p> <p>But, we cannot find that option in the dropdown menu of PADOR.</p> <p>However, in the hardcopy of the EC Application Form in the section Financial sources there is an option other(s) and it has an opportunity to be completed (please specify): which is an appropriate option for the Municipality to fill it with sentence: <i>"Taxes/Local</i></p>	<p>Information from PADOR help-desk:</p> <p>1. Currently this option is not permitted in the PADOR data base.</p> <p>However, please fill in information in the Application form (hard-copy).</p>

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	<p><i>taxes/Government donations"</i> but it is not possible in the PADOR Base Can you get us an advice how to resolve this problem?</p>	
14.	<p>Can the EXCHANGE 3 funds be used for performers (various artists, musicians, actors, etc)?</p>	<p>Yes, such costs are eligible, if such performers are engaged to perform tasks/activities necessary for project implementation.</p>