



EUROPEAN UNION  
Delegation to the Republic of Serbia

## REQUESTS FOR CLARIFICATION

### “European Instrument for Democracy and Human Rights (EIDHR) – Country Based Support Schemes (CBSS)”

Publication ref.: EuropeAid/130035/L/ACT/RS

**NOTA BENE: Due to technical problems with registration in PADOR, for this Call for Proposals IT IS NOT OBLIGATORY FOR THE APPLICANTS AND ALL THEIR PARTNERS TO REGISTER IN PADOR. The applications will be accepted even if applicants and all their partners are not registered in PADOR, as indicated in the Section 2.2 of the Guidelines for applicants.**

No	Question	Answer
1.	<p>The total amount for both lots is 1,200,000 €.</p> <p>How many awarded contracts amounting to hundred thousand euros can we realistically expect?</p> <p>What was the last year's outcome and turnout?</p>	<p>The indicative amount allocated to Lot 1 is 400,000 € and 800,000 € to Lot 2, the same as for the last year's Call.</p> <p>Last year we had 10 contracts within the Lot 1 and 9 contracts within the Lot 2.</p>
2.	<p>How does a partner's participation affect signing of the contract?</p>	<p>Only the applicant signs a contract; partners do not sign anything at the contracting stage.</p>
3.	<p>Do the applicants with a partner have an advantage compared to those without a partner?</p>	<p>Partners score additional points in application and it is advantageous to have a partner while applying.</p> <p>Please see the evaluation grids in the Section 2.3 of the Guidelines for Applicants.</p>
4.	<p>Is it necessary to have an auditor for projects which value is lower than 100,000 €?</p>	<p>No. An expenditure verification report is required only if the total value of the grant contract exceeds 100,000 €.</p>
5.	<p>Does the duration of the project affect the participation in a lot?</p>	<p>No.</p>
6.	<p>Are private faculties allowed to participate in the contest?</p>	<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.</p> <p>Please check carefully the Section 2.1 of the Guidelines for applicants.</p>
7.	<p>Required documentation for application includes a financial report for the previous year. What happens if an organization is younger than a year and does not possess such a report?</p>	<p>The applicants will be required to provide only documents that can be provided, and with accordance with the Guidelines.</p> <p>Nevertheless, the situation described will influence the scores given in the Financial and operational capacity Section of the Step 3 evaluation (see Section 2.3(3)) of the Guidelines.</p>

## REQUESTS FOR CLARIFICATION - EIDHR CBSS 2010 Serbia

No	Question	Answer
8.	Is it possible to deliver financial reports in Serbian language?	Yes. Financial reports are accepted in Serbian language.
9.	How are the administrative expenses ranked in the budget?	Administrative costs are indirect costs for the action, and the maximum amount allowed is 7% of the total direct eligible costs of the Action.  They shall be indicated only in the budget heading 10 – please see the budget template (Annex B to the Guidelines).
10.	Are grant recipients from the last round allowed to apply with the same or similar project in the current round as well?	An action can be recommended for award only if it did not already receive an EU grant for the same action.  Additionally, in no circumstances can the same costs be financed twice by the EU budget.
11.	Are the media allowed to participate?	Please see the answer 6 above.
12.	Are there any plans to modify the procedure, for example to first perform the appraisal and subsequently require a full proposal?	No. The procedure will be exactly as indicated in the Guidelines for applicants.
13.	Does EC finance 80% of project, and applicant 20%?	A co-financing must be provided, and it must originate from the applicant's or partners' own resources, or from sources other than the European Union budget or the European Development Fund.  For the minimum and maximum percentage on co-financing, please see the Section 1.3 of the Guidelines.
14.	What is the procedure for invoices which will be taken to Tax Administration?	All invoices with amount lower or equal to 700 EUR should be taken directly to Tax Administration, and invoices with amount higher than 700 EUR should be firstly taken to Delegation of European Union to Serbia.
15.	Does Application need to be in English?	Yes. Application must be in English.
16.	What is payment schedule upon contract signature?	The payment schedule and conditions are the same for Lot 1 and Lot 2, and are in accordance with the Article 15 of the General Conditions.  Upon signing the contract, an applicant will automatically receive a pre-financing which will be 80% of the EU contribution for that contract.  The balance will be paid within 45 days from approval of the final report, accompanied with a request for payment of the balance.
17.	When should Applicant provide co-financing?	There is no specific provision on the timing of co-financing, it can be provided at any time during the action's implementation.  On pre-financing, please see the previous answer.
18.	Does application for big grant mean activity on national level or that activity can be local despite size of grant?	No, this has no connection with size of a grant. It is absolutely possible to make application for a big grant with activity on local level.
19.	Is there limit in number of partners for application?	No, there is no limit on number of partners.
20.	Can partner be from abroad?	Yes, but all the activities for the Action (including from partners) must be in Serbia.
21.	Is it allowed for business organizations registered as non-profits to participate in the contest?	Please see the answer 6 above.

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22.	Is it possible for festivals to apply, like for example the Roma Festival.	Please see the answer 6 above.
23.	<p>On some website we found a short invitation for this Call, with different set of eligibility criteria as published on your website.</p> <p>Our question is if this Call is open for local organizations as an applicant?</p>	<p>Please note that for the Call concerned the authentic documents (and provisions those documents contain) are published only on the EuropeAid website <a href="https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome">https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome</a> and on the Delegation's website <a href="http://www.europa.rs">http://www.europa.rs</a>.</p> <p>Therefore, only the two websites mentioned above shall be considered and consulted for conditions/documents of the Call concerned.</p> <p>With regards to your question, please see the answer 6 above.</p>
24.	<p>Section 2.2.1 of the Guidelines for applicants stipulates "Application must be submitted in accordance with the instructions on the Concept note included in the Grant Application Form...".</p> <p>Does it refer also to the Full application?</p>	Yes, it should be stated "Applications must be submitted in accordance with the instructions on the Concept Note and the Full application form included in the Grant Application Form...".
25.	<p>Section 2.2.3 of the Guidelines for applicants stipulates "However, for reasons of administrative efficiency, the Contracting Authority may reject any Concept Note received after the effective date of approval of the Concept note evaluation...".</p> <p>Does the first mention of the Concept Note refer to the application as a whole?</p>	Yes, it should be stated "However, for reasons of administrative efficiency, the Contracting Authority may reject any application received after the effective date of approval of the Concept note evaluation...".