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## FREQUENTLY ASKED QUESTIONS No. 3

### Support to Civil Society Project

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### A. ELIGIBILITY

#### A.1 APPLICANTS

No	Question	Answer
1.	Does the business support organization, non-for-profit oriented, registered as I.l.c. (according to the legislation of the Republic of Serbia) and founded by the state and non-for-profit organizations, fall under the category <u>professional organizations (non-profit organizations for advancing specific profession)</u> or any other category listed under 2.1.1 eligibility of applicants?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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.	Can an ICT cluster be an applicant? Can a faculty be an applicant? Can a local-self-government be an applicant? Can an organization founded in May 2010 be an applicant?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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.	Is it possible for the <i>Specific objective 2</i> that the <i>Local self-government</i> acts as the eligible applicant, or is it only eligible to be a project partner?	Local self-governments are eligible only for project partners under Specific objective 2.
4.	Can The City Municipality be an applicant in partnership with The City Library in order to provide bibliobus?	Local self-governments are eligible only for project partners under Specific objective 2.

#### A.2 PARTNERS

No	Question	Answer
5.	Does the project partner to the civil society organization can be development agency registered in Serbia?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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.	Can local newspapers be partners in projects under this call for proposals?	<ul style="list-style-type: none"> <li>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.</li> </ul> <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.	In the applicant guide it is not clear whether the partners can be all from Serbia, or it needs to have some partners from EU countries as well?	The partners can be from Serbia and EU-countries.

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8.	Can the faculty of... be a partner in this competition under the spec. objective 2?	Educational institutions are eligible to be partners only under Specific Objective 1.
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#### A.6 COSTS

No	Question	Answer
9.	What is the maximum fee for EU tutors, teachers if they are in staff of the project?	When planning the costs for salaries of the staff assigned to the action, applicants shall consider the provisions of Article 14.1 e) and 14.2 of the General conditions (Annex II to the Standard Grant Contract).
10.	If an Associate Partner is from EU, what is lowest and highest fee for its daily wages?	Second bullet of Article 14.2 of the General conditions (Annex II to the Standard Grant Contract): <i>“Travel and subsistence costs for staff and other persons taking part in the Action, provided they do not exceed those normally borne by the Beneficiary or its partners, as the case may be. Any flat-rate reimbursement of the subsistence costs must not exceed the rates set out in Annex III, which correspond to the scales published by the European Commission at the time of signing this Contract.”</i>
11.	Is it possible for one person to appear as employed in several projects?	This depends on the "employment" of the person. In case it is a permanent staff it should not be possible. If it is a short-term employment the period of "employment" should not overlap with the other project.
12.	Is it possible for professors on state university to be paid for their activity in project?	The salaries of the staff assigned to the action are eligible project costs under this Call for proposals. This is valid also for the salaries of public employees “to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken” (Art.172a of FR 2342/2002).
13.	How much percent is acceptable for acquiring of gear that is necessary for direct implementation?	The percentage is not fixed, however they should be put in a reasonable ratio with project activities and results.

#### A.7 MISCELLANEOUS

No	Question	Answer
14.	Our partner in the project shall not be an applicant in another project. If we understood well, that is not possible. Our partner can be just one more time a partner in another project, but it can't be the applicant if he wants to be a partner in our project. Please, can you give an explanation about this subject?	As per section 2.1.3 of the Guidelines for applicants (page 10): <ul style="list-style-type: none"> <li>• <i>An applicant cannot be a partner in another proposal;</i></li> <li>• <i>Under this Call, a project partner is allowed to be a partner in maximum two proposals.</i></li> </ul>

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15.	On how many projects can a local self-government be a partner?	As per section 2.1.3 of the Guidelines for applicants (page 10): <ul style="list-style-type: none"> <li>• <i>An applicant cannot be a partner in another proposal;</i></li> <li>• <i>Under this Call, a project partner is allowed to be a partner in maximum two proposals.</i></li> </ul>
16.	We are interested to know whether "local level" in theme 2.2 refers only to a town, region or municipality. Would it be possible that „local level” refers to Serbia as a whole?	The term “local level” is used to describe the scope of an action implemented at the territory of one or more places, municipalities, districts, or an administrative region.

### C. FINANCIAL CONTRIBUTION

No	Question	Answer
17.	Is it possible for an organisation which is "associate" in the project and not "partner" to participate in co-financing the project (meaning that the invoices or other support documents will be on the name of the associate and not of the partner)?	Yes. (Please keep in mid that in case the invoices are issued to the associate VAT is not an eligible expense as the VAT exemption is for the applicant only).

### D. PREPARATION AND SUBMISSION OF PROPOSAL

#### D.1 APPLICATION FORM

No	Question	Answer
18.	What exactly do you mean by <u>Estimated taxes (C)</u> ?	As there is a procedure envisaged for VAT exemption of the services and supplies for the implementation of actions supported under this Cal, the applicants are supposed to fill <b>0</b> (zero) in the cell on the first column, last row of the table under section 2.1 of part B of the Application form (page 8).
19.	I would like to know whether the Concept note of our project should be submitted before 10 <sup>th</sup> March. In other words, is there another deadline for the specific project's Concept note?	There is no other deadline for the concept note. Because this is an open call for proposals, both the Concept note and the Full Application form have to be submitted together, up to 10 <sup>th</sup> March 2010.
20.	Are the application forms filled in English?	<i>Applicants must apply in English.</i> (section 2.2.1 of the Guidelines for applicants)

#### D.3 BUDGET OF THE ACTION

No	Question	Answer
21.	At what does it refers part 12 in budget Taxes, organisations, administrative fees, etc.?	As it is clarified in <i>Footnote 11</i> after the Project budget table (sheet <i>1. Budget</i> of Annex B to the Guidelines for applicants), applicants shall fill in data under this budget heading “ <i>Only ... where the Beneficiary (or where applicable, its partners) can show it cannot reclaim</i> ” taxes, including VAT. The awarded grantees will receive special

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		instructions on the VAT-exemption procedure applicable in Serbia.
22.	Whether the costs for notebooks, bags, manuals, etc. materials needed to implement project activities with students belong to visibility costs?	It is the applicant to decide if specific materials produced within an action will be used to visualise and promote the EU support and project results. Detailed explanation of the nature and types of visibility materials under different communication activities is published in the <a href="#">Communication and Visibility Manual for EU external actions</a> .
23.	I have found Log frame and Budget plan excel, <u>but I am not able to find WORKSHEETS NO 1, 2 AND 3.</u>	Annex B to the Guidelines for applicants is the Budget of the action. The excel file ( <a href="#">e3_c Budget</a> ) downloadable from the Project web-site contains 4 worksheets: <ul style="list-style-type: none"> <li>• Worksheet 1. Budget</li> <li>• Worksheet 2. Justification</li> <li>• Worksheet 3. Sources of funding</li> <li>• Worksheet 4. Use of contingencies</li> </ul> The applicant has to fill in the first three of them. The fourth one is to be used to report the usage of the contingency reserve during the implementation of the action.

#### D.4 PADOR REGISTRATION

No	Question	Answer
24.	Does the local government if they are partners must have PADOR number?	All applicants and project partners have to be registered in PADOR before submission of the proposal.
25.	What is the deadline for the registration in 'PADOR form'?	Applicants and their partners have to register in PADOR before submitting the proposals.
26.	PADOR registration for the applicant and the partners are obligatory. Is this also the case for the associates?	<i>“Registration in PADOR is obligatory for all applicants and their partners.”</i> (section 2.2 of the Guidelines for applicants). PADOR registration of associates is not obligatory.
27.	It is practically impossible for a recently established organisation to upload in PADOR the experience of organisation, financial data and sources of organisation. Does it mean that such organisation cannot apply at all, even as a partner of an already registered in PADOR organization?	<i>“Registration in PADOR is obligatory for all applicants and their partners.”</i> (section 2.2 of the Guidelines for applicants). Recently established organisations can apply as well – they should upload statutes and insert the field of activities they are covering. If no recent financial report exist this can be left blank.
28.	Depending of the country, is it possible that there is a difference in EuropeAid ID number format?	All questions related to the registration in PADOR should be addressed to the PADOR helpdesk at: <a href="mailto:Europeaid-pador@ec.europa.eu">Europeaid-pador@ec.europa.eu</a> .
29.	If schools and institutions of culture (e.g. museum) which are state institutions are partners, should they also be registered in PADOR?	<i>“Registration in PADOR is obligatory for all applicants and their partners.”</i> (section 2.2 of the Guidelines for applicants).

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<b>30.</b>	Should we provide translation of the documents in PADOR registration process?	A translation is obligatory 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 [Serbia] where the action is implemented, 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> (Guidelines for Applicants, p.17)
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#### D.5 MISCELLANEOUS

No	Question	Answer
<b>31.</b>	If we are provisionally selected, it is only then that we have to provide the balance sheet for the previous financial year, right? No financial documents are required on submission?	Only applicants who have been provisionally selected or listed under the reserve list will be requested to supply through PADOR the supporting documents, as provided in sections 2.4.1 and 2.4.2 of the Guidelines for applicants.
<b>32.</b>	What is the difference between turnover and net earnings for a non-profit NGO?	<b>Turnover:</b> the amount of business transacted during a given period of time. <b>Net earnings:</b> the residual income of a firm after adding total revenue and gains and subtracting all expenses and losses for the reporting period.
<b>33.</b>	We have a question about Declaration by the applicant (Section 7 of part B of the grant application form), in the correction it says that it must be stapled separately and enclosed in the envelope. Does it mean that it should be gathered by stapler or stapled in separate folders?	<i>The Checklist (Section 6 of part B the grant application form) and the Declaration by the applicant (Section 7 of part B of the grant application form) must be stapled separately [from the other parts of the ready-made application] and enclosed in the envelope [together with the other parts of the application].</i> (section 2.2.2 of the Guidelines for applicants, page 12)

## F. IMPLEMENTATION OF SUPPORTED ACTIONS

### F.1 START OF THE IMPLEMENTATION

No	Question	Answer
<b>34.</b>	When is expected the start of the implementation of the projects that receive funding for implementation?	The provisional date of signing contracts with awarded applicants is 21.06.2011 (section 2.5.2 of the Guidelines for applicants, page 17).