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FREQUENTLY ASKED QUESTIONS

EU Civil Society Facility Serbia Programme

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No.	Question	Answer
1.	Please clarify if a university is eligible applicant within this call for proposals.	<p>Any civil society organisation meeting the criteria defined in sections 2.1.1. of the Guidelines for Applicants (p. 3) is eligible to apply as applicant.</p> <p>For the eligibility of co-applicants, please see section 2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s)), Co-applicant(s) of the Guidelines for Applicants (p. 4).</p> <p><i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4., p. 13).</p>
2.	If university is an eligible applicant/co-applicant, may we apply with several different project concept notes?	<p>For the eligibility of applicants please see answer no. 1.</p> <p>For the information about number of applications and grants per applicant allowed under this Call for Proposals please see section 2.1.4. Eligible actions: actions for which an application may be made of the Guidelines for Applicants (Number of applications and grants per applicant, p. 8).</p>
3.	May activities take part in cross-national context (like research in both countries Serbia and Slovenia), or all the activities have to take part only in Serbia?	<p>According to the section 2.1.4. Eligible actions: actions for which an application may be made of the Guidelines for Applicants (p. 5, sub section: Location, p. 6), action must take place in the Republic of Serbia.</p>
4.	Please clarify if privately owned educational facility (Faculty) is an eligible and adequate candidate.	<p>Please see answer no. 1.</p>

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5.	If a public institution is a co-applicant does it mean salaries of its staff working on project can be paid (partially) from the grant, although their salaries are coming from the public budget?	Salaries of the public institution employees can't be covered from the grant however a percentage of their working time and related amount of their gross salary can be calculated as co-financing of the action.
6.	Can a public institution be an affiliated entity?	<p>Affiliated entity(ies) must satisfy respectively the eligibility criteria as applicable to the applicant and to the co-applicant(s).</p> <p>For the eligibility of applicants, please see section 2.1.1. Co-applicant(s) of the Guidelines for Applicants (p. 3 and 4).</p> <p>Broad definition of affiliated entities is presented under section 2.1.2. Affiliated entities of the Guidelines for Applicants (p. 4).</p>
7.	Is it desirable to have both co- applicant and affiliated entity or it does not make a difference? How many co-applicants and affiliated entities can be part of one project?	There are no restrictions concerning number of co-applicant(s) and affiliated entity(s) participating in proposed projects under this Call for Proposals.
8.	Is it possible to hire accounting agency as administrative assistance on the project? If not, what are other options for accounting on the project?	<p>Project beneficiary(ies) shall implement the Action with the requisite care, efficiency, transparency and diligence, in line with the principle of sound financial management and with the best practices in the field (General Conditions, Article 1 – General Provisions, point 1.5. Role of the Beneficiary(ies), p. 2).</p> <p>Also, please note that the procurement of service(s) is subject of the Annex IV Procurement by grant Beneficiaries in the context of European Union external actions).</p>
9.	Are bank fees and currency conversion losses eligible costs? If so, under which budget line do they belong?	<p>According to the Section 2.1.5. 'Eligibility of costs: costs that can be included', bank charges, costs of guarantees and similar charges; and conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses are NOT eligible costs (Guidelines for Applicants, p. 10).</p> <p>Please, consult above mention section for the full list of ineligible costs.</p>
10.	Is there a limitation for audit costs? What is the recommended budget percentage for audit?	Audit costs are presenting eligible cost of the action. There is no defined formula for the calculation of the audit cost under this Call for Proposals. Hence, it is in the applicant's interest to provide a realistic and cost-effective list of the costs within the proposed budget of the action.
11.	Please clarify if the organization that was awarded a grant under CSF 2011 can participate	<p>Please see answer no. 1.</p> <p>Please note that management capacities of</p>

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	as a leading applicant in this as well as in the EIDHR call?	the applicants and if applicable, affiliated entity(s) are subject of process of evaluation of applications (section 2.3. Evaluation and selection of applications, Guidelines for Applicants, p. 16).
12.	Whether organisations which are planning to apply with projects including sub-granting component should already have experience in sub-granting or they should prove their capacity to implement such type of the actions.	Organisations interested to conduct sub-granting actions should prove their organisational and financial capacity to manage such actions.
13.	Whether institution established by the provincial government but which is not part of the government can participate as co-applicant in this Call?	Please see answer no. 1.
14.	In planning of our project activities which timing we should present for implementation of project activities or indicative calendar for implementation of the project?	<p>The initial planned duration of an action may not be lower than 12 months nor exceed 24 months (section 2.1.4. Eligible actions, Guidelines for Applicants, p. 5).</p> <p>In preparation of the Grant Application Form (Annex A), potential applicants should present duration and indicative action plan for implementing the action without specifying a specific start-up date for the implementation of the action but simply referring to “month 1”, “month 2”, etc. Also, applicants are recommended to base the estimated duration of each activity and the total period on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the implementation timetable (p. 14).</p>
15.	Some of funds for work of my non-profit organisation are coming from membership fee. Is this fee perceived as a profit under this Call?	<p>No, membership fee is not perceived as a profit. All activities contributing to self-financing of the applicant in terms of bringing additional funds to the project can be treated as co-financing of the grant.</p> <p>According to the General Conditions (p. 22), Article 17 – Final amount of the grant, point 17.3 – The grant may not produce a profit for the Beneficiary(ies) unless specified otherwise in Article 7 of the Special Conditions. Profit is defined as a surplus of the receipts over the eligible costs approved by the Contracting Authority when the request for payment of the balance is made. Furthermore, according to the point 17.6. – Where the final amount of the grant determined in accordance with the Contract would result in a profit, it shall be reduced by</p>

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		the percentage of the profit corresponding to the final Union contribution to the eligible costs approved by the Contracting Authority. Also, consider that according to the point 17.7. – The provisions in Article 17.3 shall not apply to: e) grants of EUR 60.000 or less.
16.	Do we have to open separate bank account for this project?	No, you don't have to open separate bank account for this project. Concerning the above mentioned, bank accounts shall enable income and expenditure relating to the Action to be easily traced, identified and verified. (Article 16.1.c, p. 20 of the General Conditions).
17.	Is it possible that local government is co-funding the action on the way that they directly cover project costs?	Yes, this is possible. In this case, for audit purpose, Beneficiary has to ensure accessibility of the original financial documentation and payment records from the local government as well.
18.	If an organisation has 10,000.00 – 15,000.00 EUR yearly turnovers, can it apply for the grant of 60,000.00 EUR?	To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities. (Guidelines for Applicants, section 2.2.4., p. 13). See also answer 11.
19.	Whether organisation should conduct regular yearly financial audit in order to collect data needed for registration in PADOR? Can organisation upload in PADOR other financial documents (i.e. approved version of the latest financial report)?	Requested financial data to be uploaded in the PADOR should present scanned version of originals of financial documentation requested to be produced on yearly basis by the national authorities of the country in which potential applicant is registered.
20.	Are costs of renting the office premises an eligible cost?	Costs for renting of the office premises are eligible cost of the action and can be presented in the project budget in following cases: Local office costs (Guidelines for Applicants, Annex B – Budget) presenting costs needed to be covered especially and solely for the specific work of the office established with the purpose of implementing the action. This budget line is not presenting the costs of the current office of the potential applicant.
21.	Whether the situation in which organisation, i.e. from Novi Sad implements project in Kikinda or Sombor influence anyhow on the evaluation of the project or not?	To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities. (Guidelines for Applicants, section

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		2.2.4., p. 13).
22.	In the process of submission of the concept note, do we have to send only part of the application form related with the concept note or we have to send the whole form but not filled with part related with full application form?	The Concept Note (pages 1 – 11 of the grant application form) together with the Checklist for the Concept Note (Part A section 2 of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section 3 of the grant application form) must be submitted at the stage of submissions of Concept notes.
23.	Can we change the final amount of requested grant when submitting full application form?	According to the section 2.2.5. Full Application Form (Guidelines for Applicants, p. 13), the EU contribution in the full application form may not vary from the initial estimate by more than 20%, although applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in the Guidelines for Applicants under section 1.3. Financial allocation provided by the contracting authority (p. 2).
24.	Page 4 of the guidelines state that "provincial and local self governments" are eligible as co-applicants. Please clarify if municipalities are eligible as co-applicants?	Please see answer no. 1.
25.	Please clarify if Social work centers (Centar za socijalni rad) are eligible under this call.	Please see answer no. 1.
26.	Please clarify if renovating and buying equipment is out of the question in any time or is it eligible when it is a part of wider project activities.	Purchase of equipment and smaller renovation actions are eligible cost of the action if needed for the achieving of the project purpose, it can however not be the main purpose of the action.
27.	Please clarify if payment arrangements in the grant contract include initial pre-financing payment.	Payments will be made in accordance with Article 15 of General Conditions, option no. 1 as set out in Article 15.1.: "Option 1: Actions with an implementation period of 12 months or less or grant of EUR 100 000 or less (i) an initial pre-financing payment of 80% of the maximum amount referred to in Article 3.2. of the Special Conditions (excluding contingencies); (ii) the balance of the final amount of the grant."
28.	In the table which contains the summary of the action, there is a space for ticking a box corresponding to the specific lot, with the possibility to choose between Lot X or Lot Y. As our organization will submit a project	You can write "Theme 3".

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	pertaining to Theme 3 "Development of CSOs at the local level", can you please advise how we should indicate this, so that there is no confusion.	
29.	Can one organization apply with two different project proposals?	An applicant may not submit more than one application under this Call for Proposals. (section 2.1.4. Eligible actions: actions for which an application may be made, Number of applications and grants per applicant, Guidelines for Applicants, p. 8).
30.	Please clarify what is intended for "Provincial and local self-governments" in the section regarding the co-applicant of the call for proposal in object. Are Local Authorities "Local self-governments"?	Please see answer no.1.
31.	Is the Regional Development Agency, as a PP Partnership eligible to be co-applicant at the EU Civil Society Facility Programme? If not, could it be an Affiliated entity?	Please see answer no. 1.
32.	Having in mind that subgranting is not our primary cause of the action, - what is the maximum amount that may be given to the third parties?	The maximum amount of financial support envisaged for distribution of grants to the third parties can be 60,000.00 EUR. The maximum amount of financial support per third party (per sub-grant) is 10,000.00 EUR.
33.	Can the applicant be an organization that up to now has not been the bearer of projects (applicant) funded by the EU, but it was a partner (co-applicant) on projects funded by the EU?	Please see answer no. 1.
34.	If the applicant is from one of the local community, for example from Belgrade, can co-applicants be from other communities, eg. Pancevo, Nis, etc., or they must be from the same local community from which the applicant is?	Please see answer no. 21.
35.	If co-applicants may be from other local communities (different than the applicant's local community), could the activities be realized in local communities of co-applicants, or only in applicant's local community?	Please see answer no. 21.
36.	Can the educational institution registered in Serbia as 'doo' (limited liability -ltd) be a co-applicant ?	Please see answer no. 1.
37.	Can faculties, which are part of the University of Belgrade, in partnership with public enterprises, who are founded by local governments, apply for the grant in EU Civil Society Facility Serbia Programme ?	Please see answer no. 1.
38.	Is it possible to have several co-applicants in the	There are no limits concerning number of co-applicants under this Call.

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	project?	
39.	Is it allowed to have one city municipality (on the territory of which the project is organized and which provides with financial and logistical support) as affiliated entity?	Please see answer no. 1.
40.	Part - specific conditions for the award of grants to third parties: Activities planned for funding can not be implemented longer than 6 months. Please clarify whether this period refers to any third party individual.	Yes, each project which received sub-grant should be implemented within period no longer than 6 months.
41.	The unauthorized expenses include value added tax (VAT). If the invoice with VAT included is paid during the project, is this considered to be unauthorized expense?	Each VAT cost paid as a part of the project under this Call will be considered as non-eligible cost - please see the list of ineligible costs (Guidelines for Applicants, p. 10).
42.	What is the Logical Framework - optional for proposals, the value of which is less than € 100,000?	The Logical Framework is one of the documents that have to be filled in the process of submission of Full Application Form (see Annex C of the tender documentation). Hence, they are optional in case the total amount of the grant to be awarded is 100,000.00 EUR or less.
43.	Is it possible for the project associates to be specified as individuals or as organizations?	Project associates present other organisations that may be involved in the action not individuals (section 2.1.3. Associates and Contractors, Guidelines for Applicants, p. 5).
44.	Which document is necessary to confirm the participation of the project associates (contract, declaration, agreement ...)?	Project associates must be mentioned in Part B section 6 – “Associates of the Applicant participating in the Action” – of the Grant Application Form.
45.	In case of any unforeseen circumstances, is it possible to replace a registered associate by another fellow who can perform planned activities?	All changes related with the project implementation are subject of approval by the Contracting Authority.
46.	Please clarify if a non-profit institution founded by the government can be the Applicant and later the Coordinator of the project?	Please see answer no. 1.
47.	In the Specific Objective 2, it is mentioned "regional reconciliation". Do you consider the region of Balkan, or some regional division of Serbia?	Western Balkan region is considered.
48.	It seems that there is no anymore in the evaluation grid point 3.4. which actually assessed lack of partner or now co-applicant as grid/point 1. Is this correct? Especially considering that applicant can act individually in this Call.	The evaluation grid for assessment of the full application form includes point 3.4. “Is the co-applicant(s)’s and affiliated entity(ies)’s level of involvement and participation in the action satisfactory?” (section 2.3. Evaluation and selection of applicants, (2) Step 2: Evaluation of the full application, Guidelines for Applicants, p. 17)

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49.	Grants can be awarded in amount of 50,000.00 – 100,000.00 EUR and co-financing should be at least 50%. How can we ensure such a large co-financing amount?	<p>Please note that any grant requested under this Call for Proposals must fall between the following minimum and maximum percentages of the total eligible costs of the action:</p> <ul style="list-style-type: none"> • Minimum percentage: 50% of the total eligible costs of the action. • Maximum percentage: 90% of the total eligible costs of the action. <p>The balance (i.e. the difference between the total cost of the action and the total amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget or the European Development Fund. (section 1.3. Financial allocation provided by the contracting authority, Guidelines for Applicants, p. 2)</p>
50.	Since now co-applicants will be also mentioned in the grant contract as well as the applicant. Does that mean that co-applicant will be VAT exempted as well?	Co-applicants are beneficiary of the action and as such are VAT exempted.
51.	Since co-applicants are not obligatory to be registered in PADOR, does that mean their capacities will not be evaluated?	<p>Please note that in the Phase 1 (concept note) of the application process, registration of co-applicants in PADOR is optional though strongly recommended. In the Phase 2 (full proposal), registration in PADOR is obligatory for all pre-selected applicant, co-applicant(s) and affiliated entity(ies). (section 2.2. How to apply and the procedures to follow, Guidelines for Applicants, p. 10). Also, as a part of the Step 2: Evaluation of the full application, operational capacity of the applicant(s)'s (including co-applicants) and affiliated entity(ies) will be evaluated. (section 2.3. Evaluation and selection of applicants, (2) Step 2: Evaluation of the full application, Guidelines for Applicants, p. 16)</p>
52.	If affiliated entity is newly registered coalition, does that mean that they don't have to prove their capacities to manage the action?	Please see answer no. 51.
53.	Can affiliated entity be a profit making organisation?	Affiliated entity(ies) must satisfy respectively the eligibility criteria as applicable to the applicant and to the co-applicant(s).
54.	How shall we manage possible conflict situations with co-applicants? What is level of responsibility of the applicant?	If awarded the Grant contract, the applicant and (if any) the co-applicants will become the Beneficiaries in the action. In particular, the applicant will become the Beneficiary

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		identified as the Coordinator in annex E3h1 (Special conditions). The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other Beneficiary (if any) and coordinate the design and implementation of the action. (section 2.1.1. Eligibility of applicants, Guidelines for Applicants, p. 3)
55.	This Call for Proposals has three main topics. Is it possible to combine these topics within one project proposal, especially those that will be developed under the Theme 3?	Yes.
56.	As I understood, Concept Note should be submitted till 13 May 2013. What is a deadline for submission of the full application?	After the evaluation of Concept Notes, the Contracting Authority will invite pre-selected applicants to submit full applications indicating deadline for submission.
57.	What shall we do with the tax for donations?	The applicant should act according to the existing legal provisions in force.
58.	According to which law grant beneficiaries as well as contractors are VAT exempt in Serbia?	The European Commission and Republic of Serbia have agreed in Framework Agreement signed 29/11/2007 to fully exonerate the following taxes: customs duties, import duties, taxes or fiscal charges in connection with import, value added tax, documentary stamp or registration duties or fiscal charges having an equivalent effect.
59.	Are organisations which have already participated in EU projects as project partners eligible to apply for sub grants?	Please refer to the Guidelines for applicants section 2.1.4 (p 7) where the Financial support to third parties is defined.
60.	How evaluation process looks like after assessors complete their part of work?	Please note that applicants will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. Detail steps of evaluation and selection of applicants are presented under section 2.3. of the Guidelines for Applicants, p. 14.
61.	Will grant beneficiaries be obliged to conduct tenders as part of procurement procedures under this Call?	The grant beneficiaries and their affiliated entities are permitted to award contracts. Rules defining procurement procedures by grant beneficiaries are described in Annex IV to the standard grant contract.
62.	Are we are still obliged to purchase equipment only from the EU member states?	All the equipment/supplies that are purchased with grant funds have to respect the rule of origin - to be produced in one of the eligible countries. For the purpose of this Call for Proposal, the term "origin" is defined in articles 23 and 24 of Council Regulation (EEC) No 2913/92 of 12 October 1992 establishing the Community Customs Code and other Community legislation

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		governing non-preferential origin. Please see also Council Regulation 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA) (PRAG, Annexes – General, Annex A2b Eligibility programmes 2007-2013).
63.	Is it possible that grant beneficiaries which are based outside of Belgrade conduct VAT tax exemption in their local communities?	This information you may request at the Serbian Tax administration.
64.	What can be the content of the projects dealing with regional cooperation?	For the eligibility of actions, please see section 2.1.4. Eligible actions: actions for which an application may be made of the Guidelines for Applicants (p. 5). <i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities.”</i> (Guidelines for Applicants, section 2.2.4., p. 13).
65.	We are organisation consisting of 23 organisations from the whole Republic of Serbia. Do we have to apply with co-applicant? Can we apply with the project which includes sub granting component of these organisations?	The applicant may act individually or with co-applicant(s). (section 2.1.1. Eligibility of applicants, Guidelines for Applicants, p. 3 and 4). Financial support to third parties (sub-granting) cannot be awarded to organisations which are presenting constitutional part of the applicant or co-applicants. Also, beneficiaries of sub-grants are neither affiliated entity(ies) nor associates nor contractors. Also, please note that distribution of sub-grants should follow transparent tendering process as well.
66.	Whether municipalities of the City of Belgrade present the eligible level of local self-government to apply as co-applicants under this Call?	Please see answer 24.
67.	Are “mesne zajednice” eligible to apply as co-applicants under this Call?	Please see answer 1.
68.	In case co-applicant is local self-government and they are providing co-financing of the project. Do funds they provide has to be transmitted through grant beneficiary bank account or costs they are covering can be directly covered from their bank account?	Please see answer no. 17.
69.	Whether regional development agency registered as non-profit ltd can act as affiliated entity?	For the eligibility of affiliated entities, please see section 2.1.2. Affiliated entities of the Guidelines for Applicants (p. 4). <i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or</i>

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		<i>affiliated entity(ies), an action or specific activities.” (Guidelines for Applicants, section 2.2.4., p. 13).</i>
70.	Can we submit application in Serbian language? Do you know which organisation is doing such a support, i.e. The Government of Serbia Office for Cooperation with Civil Society?	No, applicants must apply in English. The Government of Serbia Office for Cooperation with Civil Society does not provide support in translation of the project proposals.
71.	Whether public administration means all institutions financed from the budget of the Republic of Serbia?	Public administration is implying a financing by the Republic of Serbia.
72.	Do we have advantage if applying with co-applicant?	Applicant may act individually or with co-applicant(s). There are no rules defining advantages in terms of applicants and co-applicants relationships.
73.	What is the difference between associate and contractor? Can person which will act in the role of lecturer be paid for his/her work?	<p>Associate presents other organisations which may be involved in the proposed action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Also, associates do not have to meet the eligibility criteria of this Call.</p> <p>Contractors are providers of services, works or suppliers and they are subject to the procurement rules set out in Annex IV to the standard grant contract. (section 2.1.3. Associates and Contractors, Guidelines for Applicants, p. 5).</p> <p>If lecturer is a person representing associate organisation then she/he can't be paid for her/his work but this person can hold a lecture and her/his travel and per-diem costs can be covered.</p> <p>If lecturer is a person which services have been contracted (either individually either through organisation or company), than this person can be paid for her/his work including travel and per-diem costs.</p>
74.	Can organisation registered in North Kosovo apply for grant and implement activities there?	Please see answer no. 1.
75.	What is the limit of number of associates in one project proposal?	There is no limit concerning number of associates.
76.	In case of re-granting, do we have to target only organisations from our region?	No, you should target organisations from the area in which you want to make influence.
77.	What is the limit for costs of adaptation and equipping? Who should be the owner of the premises which are going to be renovated and equipped through the grant? For example, can co-applicant be the owner and can equipment be placed in the premises of the co-applicant?	There is no limit for such costs. However, you should consider that activities of adaptation and equipping can't present the main purpose of the project and they should be defined with purpose of supporting implementation of the action. Both, applicants and co-applicants are beneficiaries

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		of the action so adaptation and equipping can take place at co-applicant's premises. By the end of the project, beneficiaries will define transfer of ownership on the equipment purchased through the grant.
78.	In which phase of application process we should submit project documentation needed for adaptation, purchase of equipment (i.e. pre-invoices and similar)?	Documentation related with adaptation works, purchase of equipment should be submitted as annex to the project reports. For the purpose of the efficient application process (including submission of the concept note and full application), no additional annexes should be sent. (section 2.2.1. Concept Note content, p. 11 and section 2.2.5. Full Application forms, p. 13 of the Guidelines for Applicants).
79.	What are our reporting requirements? Do we have to submit reports on monthly or quarterly basis?	For the information about reporting requirements please consult Article 2 – Obligation to provide financial and narrative reports of the General Conditions. Also, in Annex VI of the Standard Grant Contract you can find model narrative and financial report.
80.	How we should report about co-financing? For example, if local authority purchase some equipment directly for us etc.	All project costs should be reported following the conditions set up by the rules of this Call. There are no differences in reporting between awarded grant and co-financing funds. For the support provided by local authorities see answer no. 17.