



EUROPEAN UNION
DELEGATION TO THE REPUBLIC OF SERBIA

EXCHANGE 4 Grant scheme
Frequently asked questions step 2

Restricted Call for Proposals
 Reference: EuropeAid/134435/L/ACT/RS
 Deadline for submission of Full Application Forms: 21 October 2013

No.	Question	Answer
1.	<p>Can we plan reimbursement of costs planned for engagement of home-care givers (geronto domaćice") from the project grant? We would like to plan their salaries during the project course to be paid from the project, but we are not sure if this is eligible.</p>	<p>Budget planning is the responsibility of the applicant and it depends on the design of the Action and how and by whom the services are to be provided.</p> <p>Any costs fulfilling the eligibility criteria set out in the Guidelines for Applicants will be considered eligible. Specifically, mentioned costs are in principle eligible providing that they are justified in the Application Form and Budget. Please pay special attention to the page 19 of the Guidelines for Applicants 19:</p> <p><i>"Salary costs of local government employees may be considered as eligible costs, to the extent that they relate to the costs of activities which the relevant public authority would not carry out if it did not undertake the project concerned.</i></p> <p><i>The amount of time actually spent on a given action by staff declared by the beneficiary will be checked by means of time sheets signed by the staff concerned and their immediate superior.</i></p> <p><i>The cost of such staff must be actual salaries plus social security charges and other statutory costs included in the remuneration provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration."</i></p> <p>For more information on the eligibility of costs, please see the Guidelines for Applicants, section 2.1.5. Eligibility of costs: costs that can be included, of the Guidelines for applicants (p.18).</p>

3



EUROPEAN UNION
DELEGATION TO THE REPUBLIC OF SERBIA

2.	<p>In case an agricultural cooperative was founded and registered in the period between the Concept Note submission and deadline for Full Application Form submission, should we provide the Registration document issued by the Serbian Business Register Agency and the Extract from the Agricultural Household Registry along with the Full Application Form?</p>	<p>Under the Priority 2, Local Economic Development - Agricultural cooperation at local level, it is foreseen to support establishment of new and/or already established agricultural cooperatives.</p> <p>If mentioned agricultural cooperative was not included in the Concept Note as already established it is not possible to additionally include Registration and Extract in the Full application form.</p> <p>“The elements outlined in the Concept Note cannot be modified by the applicant in the full application form”, section 2.2.5. Full Application forms of the Guidelines for applicants (p.23).</p> <p>However, if support to this cooperative is planned in the Concept Note as a new cooperative, it can be included in the Full Application Form in the same manner as in the Concept Note.</p>
3.	<p>Is it possible to add new co-applicants to the already proposed partnership within the Concept Note which was pre-selected? There will be no changes in the existing partnership (all partners are willing to participate and will be co-applicants), but new co-applicants would be added in order to increase the impact of the proposed action. Would that be eligible since the Guidelines state that "elements outlined in the Concept Note cannot be modified by the applicant in the full application form".</p>	<p>It is not possible to change co-applicants already included in the Concept Note neither to add new ones during the preparation of the Full Application form.</p> <p>“The elements outlined in the Concept Note cannot be modified by the applicant in the full application form”, section 2.2.5. Full Application forms of the Guidelines for applicants (p.23).</p>

B



EUROPEAN UNION
DELEGATION TO THE REPUBLIC OF SERBIA

4.	<p>Could you please additionally clarify the SIMPLIFIED METHOD for costs budgeting? How are costs which are shown in the budget according to the simplified method, justified later during the implementation? We could not understand this clearly from the explanation provided in Annex K.</p>	<p>For the purpose of this Call, the Contracting Authority authorizes the use of simplified cost options only to the budget subheadings: 1.1 and 1.2 Salaries.</p> <p>Calculation of the amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity(ies). The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the Grant Beneficiary(ies) and affiliated entity(ies), are in line with their accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding).</p> <p>“Once simplified cost amounts (as specified in the Action Budget) have been assessed and approved by the CA such costs will no longer be subject to a detailed ex post verification of actual underlying cost data. Hence, Auditors will not be required to check supporting documents to verify the actual costs incurred but they must focus on a correct application of the formulas for the calculation of the cost based on related inputs and relevant quantitative and qualitative information. Nevertheless, the Beneficiary must keep all underlying data and records relating to actual costs for inspection by the Court of Auditors and/or the European Commission or anti-fraud service as set out in Article 16 of the General Conditions of the Grant contract.</p> <p>For more information on the eligibility of costs, please see the Guidelines for Applicants, section 2.1.5. Eligibility of costs: costs that can be included, of the Guidelines for applicants (p.18).</p> <p>For more information on the preparation and verification of the project budget please see the Annex K, Guidelines and checklist for assessing action budget and simplified cost options for Union financed Grant Contracts.</p>
----	---	---



EUROPEAN UNION
DELEGATION TO THE REPUBLIC OF SERBIA

5.	<p>We have doubts about showing the costs for project team members - applicant and co-applicants. Please clarify the following budget lines: 1.1 Salaries (gross salaries including social security charges and other related costs, local staff) 1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)</p> <p>What is local staff referred to? What is expat/int. staff referred to?</p>	<p>The standard explanations of the budget lines within the budget section: Human Resources are as follows:</p> <ul style="list-style-type: none">• 1.1.1 Technical – local staff: include under this item <u>only local personnel</u> responsible for technical activities and/or distribution to the beneficiaries of the pertinent goods and services.• 1.1.2 Administrative/support local staff: include under this item <u>only local personnel</u> responsible for coordination activities.• 1.2 Salaries-Expatriate/International staff: include under this <u>item international personnel</u> responsible of the operation either for technical activities and/or distribution to the beneficiaries of the pertinent goods and services or for coordination activity.
6.	<p>Could you please clarify the following sentence from the Guidelines, referring to the Full Application Form preparation: "The elements outlined in the Concept Note cannot be modified by the applicant in the full application form". What does "elements" refer to in particular? We would like to increase for example the number of people to participate in activities (training, study visit) in order to achieve greater impact and have more people involved. Would that be eligible?</p>	<p>The elements outlined in the Concept Note cannot be modified by the applicant in the full application form.</p> <p>Concretely, it is however possible to increase number of participants on training sessions / study tours pending that this is properly justified in the Full Application Form and Budget. Please keep in mind that the EU contribution may not vary from the initial estimate by more than 20% (guidelines, section 2.2.5.).</p> <p>For more information on the rules for this call for proposals, please see the Guidelines for Applicants, sections 2.2.1. Concept Note content and 2.2.5. Full application forms of the Guidelines for applicants (p.21 and 23).</p>

A