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**FREQUENTLY ASKED QUESTIONS**  
**European Instrument for Democracy and Human Rights (EIDHR) Country Based**  
**Support Scheme (CBSS) 2013 for Serbia**

**Publication reference EuropeAid/134538/L/ACT/RS**

No.	Question	Answer
1.	<p>Could you please explain in more details what an affiliated entity is and whether it can be a company or have to be non-profit NGO?</p>	<p>(i) legal entities together forming one entity, including where it is specifically established for the purpose of implementing the action. In this case, the resulting entity may apply as a applicant or co-applicant whereas the other entities as its affiliated entity(ies).</p> <p>(ii) legal entities having a link with the applicants, notably a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation on the condition that they satisfy the eligibility and non-exclusion criteria of an applicant.</p> <p>If the applicants are awarded a contract, their affiliated entity(ies) will not be become Beneficiary(ies) of the Action and signatory(ies) of the Contract. However, they will participate in the design and in the implementation of the Action and the costs they incur (including those incurred for Implementation Contracts and Financial Support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the Beneficiary(ies) under the Grant Contract.</p> <p><b>Affiliated entity(ies) must satisfy respectively the eligibility criteria as applicable to the applicant and to the co-applicant(s).</b></p> <p>Affiliated entity(ies) must sign the affiliated entity(ies) statement in Part B section 5 of the grant application form.</p>

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2.	Please clarify if municipalities can act as co-applicants in this call for proposals?	<p>Please see Guidelines for applicants, section 2.1.1 <i>Eligibility of applicants</i>.</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> (section 2.2.4. Guidelines for Applicants).</p>
3.	If the municipality is involved in a project, is it necessary to follow up on their participation in other projects?	Please see Guidelines for applicants, section 2.1.4 <i>Number of applications and grants per applicant</i> .
4.	At the page 11 of the invitation, the section related to financial support to third persons says that applicants should not propose financial support to third persons. What does that mean?	That means that sub-granting is not allowed.
5.	Are we allowed to send supporting documents in Serbian language?	<p>Supporting documents are required only in the last phase. Where supporting 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)'s eligibility, must be attached and will prevail for the purpose of analyzing the application.</p> <p>Where these documents are in an official language of the European Union other than English, it is <b>strongly</b> recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicants' eligibility, into English.</p> <p>(section 2.4. Guidelines for applicants)</p>
6.	If a newly founded association has fulfilled the required conditions, but it does not have the desired financial capabilities, does that association stand any chance or is it perhaps a better idea for it to join forces with someone who has more resources?	The idea of lot 1 is to offer an opportunity to small, newly-founded organizations to participate. In addition, all applicants will be evaluated in accordance with published criteria. Please see Guidelines for applicants, section 2.3 <i>Evaluation and selection of applications</i> .

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7.	Currency exchange losses are listed under non-eligible costs. What does it mean?	Currency exchange losses represent losses that are caused by fluctuation of the exchange rates. These costs are non-eligible.
8.	In the first phase, the only thing that is required is the concept, without a budget and the logical matrix?	Yes. Basically the applicants need to submit pages 1-10 of the Application form.
9.	Where to indicate the total amount of the action and the percentage?	<p>Only the EU part is to be indicated at the concept note stage, i.e. the estimated amount and the indicative percentage that is requested from the EU.</p> <p>Please see Section 2.2.1 of the Guidelines for applicants.</p> <p>The estimated amount and indicative percentage must respectively be within the minimum and maximum stipulated in Section 1.3 of the Guidelines for applicants.</p>
10.	With regards to the regional initiative, is it allowed that some of the project components and activities are implemented outside Serbia?	According to the section 2.1.4. Eligible actions: actions for which an application may be made of the Guidelines for Applicants (p. 10), action must take place in the Republic of Serbia. Hence, actions contributing to the objectives of the Call may envisage implementation of only minor activities (e.g. study trip) outside of Serbia with purpose of ensuring effectiveness of the action.
11.	If the activities at the regional level are financed from other sources, would it be allowed to use the bigger part of the budget within this call for office expenses?	No. The purpose of this call for proposals is not to finance the operation (i.e. running costs) but the action.
12.	Can project duration be 10 months?	No. As specified in the Guidelines for applicant, section 2.1.4. <i>Duration</i> , the action may not be lower than 12 months nor exceed 24 months.

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13.	How detailed does contingency have to be explained in the justification or the budget narrative as it is difficult to predict what will happen in 6 or 8 months' time.	The best possible estimate of costs needs to be given in an explanation for the Contracting authority not having to guess an arbitrary figure of certain costs.
14.	Please clarify who is eligible to apply, i.e. who can be an applicant or co-applicant in this case? In particular, are higher education institutions, high schools or foundations eligible?	Please see answer no. 2.
15.	Are faculties allowed to act as co-applicants? For example, is a smaller organization which does not have sufficient capacity to apply on its own, allowed to apply in cooperation with them?	Please see answer no. 2.
16.	Please clarify if theme 2 should be understood narrowly, i.e. if rural areas must be covered by the action?	The idea is to encourage organizations from rural areas to apply. It does not mean that actions taking place in non-rural areas will be excluded.
17.	It is required that all indicators under the theme are realized, or are these just examples?	Listed indicators are examples and have a purpose of guidance to achieving the theme and depend of the activities planned.
18.	Please clarify if co-applicants, similar to applicants, can be non-governmental organizations and have to be registered in Serbia? Are private media outlets or, for example, media associations, allowed to be co-applicants?	Please see answer no. 2.
19.	If there is no signed contract between the applicant and co-applicant, which one of them is obliged to provide co-financing?	The provision of co-financing for the Grant is subject of agreement between the applicant and co-applicant(s) and should ideally be defined prior to signing the contract with the EU.

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20.	If the organization is registered in PADOR and all the documents already uploaded, is it necessary to send all again?	No. The pre-selected candidates will be informed in writing if/when there is a need for update of PADOR.
21.	Does organization participating with co-applicant(s) and/or affiliated entity(eis) have advantage?	No. Please see Guidelines for applicants, section 2.3 <i>Evaluation and selection of applications</i> .
22.	How old can organizations be in order to participate in projects as PADOR requires 3 balance sheets to be uploaded.	There is no requirement regarding existence of an organization. For technical issues relating to PADOR please contact <a href="mailto:Europeaid-pador@ec.europa.eu">Europeaid-pador@ec.europa.eu</a> .  Please see also answer 6.
23.	When will be able to begin with implementation of projects? This information is necessary for planning.	The provisional date for commencement of action implementation is first quarter of 2014.
24.	Is it required that associated persons be legal persons? Is it allowed for these legal persons to be registered outside Serbia?	Please see Guidelines for applicants, section 2.1.3. <i>Associates and Contractors</i> .
25.	Are governmental institutions and organizations allowed to be co-applicants?	Please see answer no. 2.
26.	Is it required that a project has co-applicants?	No.

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27.	Please clarify how detailed the budget has to be in the project proposal and the concept.	The detailed budget is submitted in the next step – full applications. In the phase of concept notes, only the estimated EU amount and indicative percentage are to be specified. However, it is important to stay within the range of Lots as specified within Section 1.3 of the Guidelines for Applicants.
28.	Please clarify if the same type of activities is allowed in the case of some other minority groups that have been mentioned. For example, the first topic relates to various groups, but does not mention that type of activities. How flexible is this?	The list of actions/activities published in the section 2.1.4 of the Guidelines is not exhaustive. All actions/activities should lead to a sustainable and measurable impact.

