

**IPA Component II - Cross-Border Programme Serbia-Montenegro 2007-2013
2nd Call for Proposals (IPA 2008, 2009, 2010 and 2011)
Publication reference: EuropeAid/131676/L/ACT/IPA**

Questions & Answers

Abbreviations:

AF – Application Form

CfP – Call for Proposals

GfA – Guidelines for Applicants

No	Question	Answer
1	Are the costs of purchasing equipment which would be installed at the office in Kragujevac (located outside of the programme area) eligible?	<i>The direct costs for the Action are eligible if they fulfill conditions of the GfA Section 2.1.5.1. Furthermore, the Section 2.1.4.1 of the GfA defines that the action “must take place in the programme area of Serbia and/or Montenegro”. The Section 2.1.4.4 of the GfA stipulates that the expenditure incurred outside the Programme area may be eligible only in exceptional cases, if the project could only achieve its objectives with that expenditure.</i>
2	Are the office costs eligible (such as printing, paper, etc) if the office is situated in Kragujevac?	<i>Please see the Answer 1 above.</i>
3	Is it possible that project partner from one side of the border (e.g. international organization which will be partner to applicant in Montenegro) assures co-financing for whole project (all 15%)? That would mean, for example, that applicant and partner from one side (country) will not have any co financing.	<i>Section 1.3.4 of the GfA defines that a grant may not be for less 50% of the total eligible costs of the action, nor may it exceed 85% of the total eligible costs of the action. The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Union budget. Given that each project consists of two grants, each grant need to satisfy this rule, which means that one applicant or his partner(-s) may cover expenses required for co-financing of both grants.</i>
4	Are the costs of staff who work on the project at the office in Kragujevac eligible?	<i>Please see the Answer 1 above.</i>
5	Since a State university is a Government funded institution, we need clarification on several issues: If the University has a finance associate which already does the job of the financial management of the institution and his salary is received from the corresponding ministry, can this be counted as the	<i>Following the Section 2.1.5.6 of the Guidelines for Applicants, civil servants or other public employees of central or local administrations, which will become a grant beneficiary under this Call for Proposals, may not receive fees for their contribution to the action other than their salaries in the respective institution. The salaries of the civil servants or other public employees of the central and local administrations may be presented as co-financing contribution of the applicant.</i>

	<p>matching contribution? No additional funding can be allocated for that person from the project since there is no actual addition of the responsibilities or additional duties.</p> <p>If the University does not have additional resources to cover administration issues and needs to hire support for the short project determined time during the course of the action, then these costs are eligible costs, is this correct?</p> <p>Since a university is an educational and scientific organization, all staff is contracted for their teaching duties so if there are trainings during action there could not be additional fee for this type activities from the donor side but this income can be counted as the matching contribution.</p> <p>If the action requires research activities, are these activities if preformed by the staff of the university eligible for additional fee? Right now if the teacher on university want to do research work he need to be part of some project funded by some other ministry or institution and receive fees on the projects without connection with his salary as teacher, basically all research work is either funded by other institutions and projects. University do not cover any cost of research (field visits, data collection and analysis etc.). And if they are eligible should they be in line with fees already established by different research projects funded by government of Serbia. Or if this cost are not eligible should university hire external experts for this type of actions?</p>	<p><i>Direct costs of Beneficiaries and/or partners are eligible for financing, if in accordance with the Section 2.1.5.1 of the Guidelines for applicants.</i></p> <p><i>Please reflect on the fact whether the employees of a University are according to your national legislation civil servants or other public employees of central or local administrations.</i></p>
6	<p>Should the application form be filled-in jointly by two applicants acting in partnership on a project, or should each applicant fill-in the application form separately and then merge the two application forms.</p>	<p><i>According to the section 2.2.2.1 of the Guidelines for Applicants, “Applicants must fill in the Application Form jointly”. The budget is the integral part of the application form and it consists of separate worksheets for each of the applicants’ budgets and a worksheet presenting the joint budget, due to the fact that, if selected for financing, the project will be funded through two grants awarded to each of the beneficiaries by the relevant Contracting Authority. However, it is expected from the applicants to cooperate closely during the preparation of the project proposal and to agree on individual budgets of each</i></p>

		<p><i>of the applicant, thus agreeing on the joint budget that is simply a sum of two individual budgets.</i></p> <p><i>Please note that the format of the application form (a locked Excel document) does not allow any kind of merger. The application form has therefore to be shared between applicants and his partners and their input have be inserted in a coordinated way.</i></p>
7	Clarification is needed about one detail on the Financial Identification Form: Account name – whose data should be entered here? Should this document be signed and stamped by the bank?	<p><i>The data that should be presented in the Financial Identification Form relate to the Applicants. Each of the two applicants need to fill in this document and it needs to be signed and stamped by the bank, confirming that the information regarding the account entered is correct. Financial Identification Forms for two applicants must be submitted in originals.</i></p>
8	On page 12 of Guidelines, under 2.1.1.2. there is a list of eligible applicants, setting the "non-profit legal status" as main criteria. But in following text we can see that media are eligible. Could you please clarify that, since media are not registered as non-profit organizations, but are listed as eligible in your list, does it mean media can or cannot be the applicant?	<p><i>All conditions described in the section 2.1.1 and 2.1.2 of the Guidelines for Applicants must be satisfied in order for applicants and partners to be eligible for grants under this Call for Proposals. If a media entity is registered as a non profit legal person, it can be awarded grants by the Contracting Authority. Profit or non profit nature of an entity is confirmed inter alia by entity's Statute or Article of Association, that all applicants must supply with their application, according to provisions of section 2.4 of the Guidelines for Applicants.</i></p>
9	According to definition of PUBLIC BODY, and based on EU terminology Is Public Health Institution considered as a Public Body?	<p><i>Following the Section 2.2.5 of the GfA, in the interest of equal treatment of applicants, neither the Contracting Authorities, nor the national or joint bodies in charge of the coordination of this Call for Proposals, will give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities within an action.</i></p>
10	If a Public Health Institution is an Applicant do they need to provide latest account/financial report as one of the obligatory supported documents?	<p><i>In the section 2.4 of the Guidelines for Applicants, point 2, it is clearly stated that all applicants must supply the copy of the applicant's latest accounts. The type of organisation/institution the applicant belongs to has no relevance regarding this requirement.</i></p>
11	Are the costs of study tours eligible expense under this call for proposals?	<p><i>In order to be eligible, direct costs must fulfill the requirements stipulated in the Section 2.1.5.1 of the GfA. Please see also the provisions of section 2.1.4.4 to complete the requirements.</i></p>
12	Can an existing account number be used for a project an applicant applies for under this Call for Proposals, or is it mandatory to open a new account?	<p><i>An existing account could be used for the purpose of a project financed under this Call for Proposals regardless of the fact that this account had or had not been active in the past. If the applicant had implemented contracts in the past, the same account could be used for a new contract.</i></p>
13	The application form that is used for this Call for Proposals is in MS Excel format. Has it been tested?	<p><i>The Application Form that is used for this Call for Proposals has been tested. However, please see the Corrigendum No 1 published on the relevant websites on 01.11.2011.</i></p>
14	Is an organisation or an enterprise founded by several municipalities from the region eligible for the call?	<p><i>Please see the answer Nr 9 above.</i></p>

15	Is there a set of standards that must be satisfied for production of promotional material in the project	<i>Standards that need to be satisfied for production of visibility materials in a project financed under this Call for Proposals are described in the “Communication and Visibility Manual for EU external actions” laid down and published by the European Commission at http://ec.europa.eu/europeaid/work/visibility/index_en.htm. Also, while producing visibility and promotional material, protection of the environment needs to be taken into account (e.g. use recyclable materials, avoid extensive printing whenever possible – supply materials in electronic format, etc)</i>
16	Does the budget need to be expressed in Euro for the Serbian part of budget?	<i>Yes. The budget must always be expressed in Euro.</i>
17	Does the at least 15% co-financing rule apply to both applicants or to each of the applicants individually?	<i>At least 15% of co-financing must be provided for both parts of budgets (i.e. in both countries’ allocations) and it must be provided from sources other than European Union. Please see also the answer Nr 3 above.</i>
18	How exactly do you suggest to the applicants to comply with the recommendation to distribute costs across the cross-border partners in a balanced manner, i.e. reflecting whenever possible the proportion of the programme allocations to the beneficiary countries?	<i>Two applicants should consult each other while preparing budgets and agree on the final version. Please see the Sections 1.3.2 and 1.3.3 of the GfA.</i>
19	Is there any limit regarding the percentage of the budget that could be allocated to infrastructure, or purchasing of equipment, or human resources?	<i>There is no specific limit in this regard. However, following the Article 1.3 of the General Conditions, if the Beneficiary or, where applicable its partners, have to conclude contracts in order to carry out the Action, these may only cover a limited portion of the Action and shall respect the contract-award procedures and rules of nationality and origin set out in Annex IV of the standard contract. The bulk of the Action must, however, be undertaken by the Beneficiary and, where applicable, his partners.</i>
20	How is it possible to identify potential cross-border partners?	<i>Two Partner Search Forums were organised prior to launch of the Call for Proposals, providing the opportunity for potential partners to meet and agree on joint project ideas. List of participants from these events could be downloaded from our web-site, together with project ideas they are interested in. Other ways for identifying cross-border partners may include, internet research, cooperation from the past, contacting other relevant institutions such as chambers of commerce, regional development agencies, line ministries, local authorities, etc.</i>
21	How could activities of two applicants, one coming from Serbia and the other coming from Montenegro be merged into a single project? Does a joint budget have to be produced?	<i>This programme is specific and it has to include cooperation of two cross-border applicants acting in partnership. Two institutions must identify ideas of common interest and design joint project proposals with common objectives. The application must contain two separate budgets (one per country allocation), and one joint budget for the entire action. Please see Section 1.3.3 of the GfA.</i>

22	<p>If during the implementation of the project awarded to a Local Authority, change in the project team occurs and new team members' salaries are different from those of the original team members, how should this change be reflected in revision of the budget? Can the revision proposed have a retroactive effect?</p>	<p><i>Changes are, in principle, effective from the moment the request for budget revision is approved by the Contracting Authority and cannot be applied retroactively.</i></p> <p><i>Please see also the Article 9 of the General Conditions.</i></p>
23	<p>Could one of the project's activities be, for instance, forming a info-point where souvenirs could be sold?</p>	<p><i>Please see the answer Nr 9 above.</i></p>
24	<p>Since registration in PADOR is not a requirement for this call, if the organisation is registered in PADOR, do the supporting documents have to be submitted with the application?</p>	<p><i>All the documentation described in the section 2.4 must be submitted by all applicants regardless of the fact that they have or have not been registered in PADOR.</i></p>
25	<p>Can the Science and Research Centre that had been registered within the Faculty apply for a project independently?</p>	<p><i>Please see the answer Nr 9 above.</i></p> <p><i>Please see also the Sections 2.1.1 and 2.1.2 of the GfA.</i></p>
26	<p>May the Faculty submit two applications, with Science and Research Centre being the applicant in one of these two applications?</p>	<p><i>According to the article 2.1.4.7 an applicant may submit more than 1 application under this Call for Proposals.</i></p> <p><i>An applicant <u>shall not</u> be awarded more than two grants under this Call for Proposals, limited to a maximum of one grant per measure.</i></p> <p><i>Please see also the Section 2.1.4.7 of the GfA.</i></p>
27	<p>According to the indicative time table on page 33 of the GfA, evaluation of the applications should be finalized in around 6 months. Will the same situation be for Calls for Proposals published under other cross-border cooperation programmes Montenegro participates in?</p>	<p><i>The Contracting Authorities will do their best to increase efficiency of the evaluation and shorten the evaluation period as much as possible, maintaining high quality of the evaluation of project proposals.</i></p>
28	<p>Could the manifestation "Blueberry days" that is organised annually in Plav, Montenegro be financed under this call?</p>	<p><i>Please see the answer Nr 9 above.</i></p>
29	<p>Is it possible to save changes in the excel application form before "Finalize, print and save" option is used?</p>	<p><i>Yes, all changes could be saved during preparation of the application form, using regular "Save" or "Save as" options in MS Excel.</i></p> <p><i>Please see also the Corrigendum No 1 published on the relevant websites on 01.11.2011.</i></p>

30	Is agricultural cooperative eligible for this Call?	<i>Please see the answer Nr 9 above. Please see also the Sections 2.1.1 and 2.1.2 of the GfA.</i>
31	How are salaries of persons that are engaged on the project, but not in full-time capacity presented in the budget?	<i>It is the best practice to always present salaries using unit rates as if a person would be engaged 100% full-time on the project. For example, if a person is engaged 50% full-time during 12 months of project implementation, its salary in the budget should be presented as full salary (for 100% of work time) x 6 months.</i>
32	Does maximum and minimum size of grants refer to the whole project, or to the each individual grant (in Serbia and Montenegro)	<i>Minimum and maximum size of grants refer to the value of each individual grant, in Serbia and Montenegro respectively. Please see also the Section 1.3.3 of the GfA.</i>
33	Is there an official translation of important terms from English to Serbian and vice versa, in order to avoid possible misinterpretation?	<i>The official language of the programme is English and the application form must be completed in English. It is up to the applicant to ensure adequate description of project objectives, results, activities, etc in English language.</i>
34	May experts who come from outside Serbia or Montenegro be engaged on the project, for instance, using public procurement procedure?	<i>Yes, they can. Please see also the Annex IV (point 2) of the standard grant contract, included in the Application Pack.</i>
35	Are there restrictions for the organizations from Podgorica? Whether the same is true for organizations from Moravicki district in Serbia?	<i>No specific restrictions apply to the mentioned organizations. Nevertheless, provisions of the Section 2.1 of the GfA must always be respected.</i>
36	What must be the applicant's financial solvency? Whether the financial transactions in the preceding year, shall be 2 times higher than the funds requested?	<i>There is no specific provision in this regards. Nevertheless, the applicants shall have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding.</i>
37	If the partners can find a donor, could the donor be a partner and could the financial contribution from donors pre presented as a contribution to the project?	<i>Section 1.3.4 of the GfA defines that a grant may not be for less 50% of the total eligible costs of the action, nor may it exceed 85% of the total eligible costs of the action. The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Union budget. It is possible that a donor is also a partner, and its contribution presented as contribution to the Action.</i>

38	If municipalities in Montenegro and Serbia have a common interest, whether they must be related ideas (e.g. if we want fire station, are they also must build the same in Serbia)	<p>The Programme wants to promote cooperation from both sides in the benefit of the population of the programme area of the two participating countries, but activities on each side of the border do not need to be identical. However, the action must have one common overall and specific objective.</p> <p><i>Please see also the Section 2.1.4.1 of the GfA.</i></p>
39	Are we independently deciding how to allocate the budget percentage?	<p><i>It is up to applicants do decide about their percentage of co-financing, but it must be in accordance with the provisions of the Section 1.3.4 of the GfA. The applicants are also free to decide distribution of costs between them and in the budget.</i></p> <p><i>Please be aware of provisions of section 1.3.3 of the GfA: „Given the difference in size of the global financial envelope for applicants under each country allocation, the Contracting Authorities would like to encourage applicants under the Montenegrin allocation to prepare their application in such a way that, whenever possible and justifiable, the size of the EU grant sought in their applications be larger than that of his counterpart applicant.“</i></p>
40	I adress you on behalf Komnen ethnic villages and the Hotel "Damjan Tower" ltd, Plav and please give me information if this is a legal person may apply to an advertisement posted at the CBC Programme Serbia-Montenegro under the Instrument for Pre-accession assistance under the competition which is open to 14.11.2011.g. If possible please for further direction...?	<p><i>Please see the answer Nr 9 above.</i></p> <p><i>Please see also the Sections 2.1.1 and 2.1.2 of the GfA.</i></p>
41	What is the correct way of 15% contribution calculation?	<p><i>The correct way of calculating the amount of co-financing is on the basis of the total project value or total eligible costs of the action on each side of the border. The amount of co-financing to be provided must not be in any case below the 15% of the value of the total eligible costs of the action for each of the two grant contracts.</i></p>
42	How can we finance activities of a partner in the Action?	<p><i>Applicant's partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the applicant.</i></p> <p><i>Section 2.1.5 of the GfA applies also to the costs incurred by the partners.</i></p>
43	How many originals and copies of the applications must be submitted?	<p><i>In accordance with Section 2.2.3.2 of the Guidelines for Applicants, applications must be submitted in two (2) originals and two (2) copies in A4 size, each bound. All four sets of documents (two originals and two copies) must be submitted together in a single outer envelope.</i></p>

44	Is an action limited to maximum 20% of funds that may be spent on activities in the adjacent area?	<p><i>The maximum of 20% of funds for the adjacent areas, as mentioned in the Section 2.1.4.1 of the GfA, relates to the total funds available for Serbia and Montenegro respectively.</i></p> <p><i>It is possible that an action is to be implemented 100% in the adjacent area, subject to the above limit.</i></p> <p><i>Please see the Corrigendum No 1 published on the relevant websites on 01.11.2011.</i></p>
45	Do we have to provide all supporting documents in English version?	<p><i>Please see the Section 2.4 of the Guidelines for Applicants.</i></p> <p><i>Where supporting documents are not in one of the official languages of the European Union or in the language of the country(ies) where the action is implemented, a translation into English of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the application.</i></p> <p><i>Where these documents are in an official language of the European Union other than English, it is strongly recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into English.</i></p>
46	Is there a proportion between direct and indirect project costs?	<p><i>According to the Section 2.1.5.3 of the of the Guidelines for Applicants, the indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the total eligible direct costs.</i></p>
47	Is there any requirement for proportion of the cost of the promotional material?	<p><i>There is no formally defined proportion of the costs related to the promotional material. However, as stated in section 2.1.5 of the GfA, the European Commission places a great deal of importance to the visibility of the Action. Therefore the applicants are encouraged to set aside some financial resources for marking of buildings, goods, locations, etc. with the EU logo as well as for brochures or other visibility activities such as reasonable costs associated with opening ceremonies and other such functions.</i></p>
48	Does the rule of origin must be taken into account during the procurement of equipment?	<p><i>Yes, it must.</i></p> <p><i>Please see the General Conditions (Article 1.3) and Annex IV (point 2.2) of the standard grant contract. Please see also the Section 2.3.1 of the Practical Guide to Contract procedures for EU external actions (PRAG).</i></p>
49	We have planned to do works within an action. Do we have to provide construction permit obtained prior to project submission?	<p><i>Yes, in accordance with the Section 2.4 of the Guidelines for Applicants, all applicants whose project involves the execution of works will have to have all necessary legal authorisations (e.g.: location and construction permits).</i></p>