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FREQUENTLY ASKED QUESTIONS

European Instrument for Democracy and Human Rights (EIDHR) – Country Based Support Scheme (CBSS) 2012 for Serbia

Publication reference EuropeAid/133238/L/ACT/RS

No.	Question	Answer
1.	<p>I was looking for a concept note form, but did not find it. Either I don't see it, could not find it, there is no, or...?</p> <p>I would kindly ask you for clarification of lots. Our project, against prejudices, Racism, Anti - Semitism, for tolerance and diversity is of total value 50.000 - 60.000 Euros. I assume we are Lot 1. Is it correct?</p> <p>Could we apply with the project starting end of September 2012 or it should start as of January 2013?</p> <p>Should the project last at least 18 months or it should last 24 months?</p> <p>Could we apply for a maximum since it will be the first time we apply, and we have no partners but a few sponsors and good recommendations</p> <p>If for any reason we do not apply now, or being rejected, is there another call for grants in this year (next year)?</p> <p>We are registered as Association which in fact is the Choir; could we apply for funds with you?</p> <p>Is already known a date for the first info session?</p>	<p>For the documents on concept note, please see part A of the Grant Application Form.</p> <p>In order to apply for Lot 1 applicants shall request between 10,000 and 50,000 EUR (EU contribution) and between 50,000 and 100,000 (EU contribution) for Lot 2 (Guidelines for applicants Section 1.3).</p> <p>The indicative timetable in the Guidelines for applicants Section 2.5.2 indicates a signature date in December 2012. Activities can only start after contract signature.</p> <p>The planned duration of an action may not be lower than 12 months nor exceed 24 months (Guidelines for applicants section 2.1.3).</p> <p>It is up to the applicant to decide for which Lot to send an application.</p> <p>There are constantly new Call for proposals published by the Delegation of the European Union. You can consult the publications at www.europa.rs and https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome.</p> <p>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 (Guidelines for applicants, Section 2.2.4).</p>
2.	<p>In Guidelines for applicants there is a mistake on page 6: Indicative allocation of funds by lot: LOT 1 - EUR 500.000 LOT 2 - EUR 500.000</p>	<p>There is no mistake in the published Guidelines. The total available for Lot 1 and 2 is EUR 1,000,000.</p>

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3.	We wanted to ask you, does this call for proposal for European Instrument for Democracy and Human Rights (EIDHR) - Country Based Support Scheme (CBSS) in 2012 for Serbia, apply to associations which are registered for under a year?	<p>Yes. The initial idea when designing lot 1 was to support small, newly founded organizations that were not recipients of EU grants.</p> <p>Financial and operational capacity will be evaluated at the stage of full application (Guidelines for applicants, Section 2.3(2)).</p>
4.	In this call, there is no indication whether an applicant can subgrant to other interested parties or not. Therefore, may I kindly request you to send us a piece of information regarding whether subgranting is allowed under this call or not acceptable at all?	Sub-granting is not allowed under this Call for proposal.
5.	It says that each partner should complete, sign and stamp the partnership statement. Does this requirement include the lead partner/applicant as well? Must the lead partner/applicant complete, sign and stamp the partnership statement as well?	No. Only partners should sign the partnership statement(s).
6.	Is the organisation eligible if it is a limited liability company of non-profit character, founded by local self-governments and representatives of business and NGO/CSO sector, whose activities are coherent with the objectives of the Call?	<p>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 (Guidelines for applicants Section 2.2.4).</p> <p>For the eligibility of the applicants and partners, please see the sections 2.1.1 and 2.1.2 of the Guidelines for applicants respectively.</p>
7.	In relation to the EIDHR Call for Proposals published on 29 June 2012 on http://www.europa.rs/kakoDoFondova/otvoreno.html , we would be grateful if you could provide us with clarification on whether International Organizations are eligible to apply under this EIDHR Call for Proposals. In section 2.1.1 of the Guidelines for Applicants, a reference is made to IO's in footnote 7, but this is unclear in the text of the call.	Please see answer 6.
8.	Is Regional Agency from Serbia eligible for this call as Lead applicant, since Regional Economic Development Agency for Šumadija and Pomoravlje is non profit making, represents broad range of partners (public, private and NGO sectors) and is the regional network of 13 Municipalities of two districts?	Please see answer 6.
9.	Usually the EC considers the cost of staff assigned to the Action as co-financing in the	To be eligible under the Call for Proposals, costs must comply with the provisions of

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	Budget of the action when paid by Beneficiaries or their partners, but in this specific call I have not found this information. Is this rule applicable also for applications under this EIDHR proposal or not?	Article 14 of the General Conditions to the Standard Grant Contract (see Annex G of the Guidelines). Staff assigned to the Action and paid by the beneficiary/partners/sources other than EU/EDF budget can be treated as sources of co-financing.
10.	Can an organization be applicant for two different projects proposal?	The Guidelines for applicants state in Section 2.1.3 that an applicant may not submit more than one application per Lot under this Call for proposals.
11.	Please confirm if the organization that is to submit concept note for 'bigger' lot had to be recipient of the EU grant?	No, it does not need to be recipient of the EU grant.
12.	Guidelines mention that partners can participate in maximum two projects. Does that mean that they can be applicant in one and partner in another?	The organization can be leader in one project and partner in maximum 1 project.
13.	Is it acceptable if concept note has more than 4 pages?	Yes.
14.	Can we propose activities that relate to media (presentations, media and educational programmes, etc.) to support minorities and Roma?	This call is meant as support to civil society organizations as there is separate programme within IPA that supports media.
15.	Please confirm if American organization be a partner?	Please see answer 6.
16.	Please confirm if American organization be associate and does it have to register in PADOR?	Please see answer 6. Associates do not need to register in PADOR.
17.	Please confirm if local government be a partner?	Please see answer 6.
18.	Please confirm if local office costs are eligible costs.	Yes. Please see also article 14 of the General Conditions of the standard grant contract (annex G of the Guidelines for applicants).
19.	Please confirm if bank provisions are eligible costs.	Yes. Please see article 14 of the General Conditions of the standard grant contract and article 2.1.4 of the Guidelines for applicants.
20.	If organization budgets max. 1% out of 7% within overheads, can local office costs also be budgeted?	They can be if they are direct costs and not already included under the overheads. The same costs cannot be budgeted twice.
21.	Please confirm if public institutions are eligible.	Please see answer 6.
22.	What to put under title of the lot when filling in the application form?	There are no titles in this Call as both lots cover the same thematic issues, the difference

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		is the requested amount.
23.	Please confirm if it is possible to include in the budget the honoraria for representatives of CSOs that are not partners in the project rather than for the beneficiaries of target groups. Would that represent eligible cost?	Please see answer 6.
24.	Are we to expect the corrigendum to the guidelines with regards to the types/eligibility of the organizations or just the answers to our questions?	No corrigendum will be published with regards to the eligibility of applicants and partners.
25.	As the European Commission issued recommendations for the process of improving of the situation of Roma, would this program support the cooperation of the NGO sector and the Assembly of the Republic of Serbia, i.e. open dialogue between civil society and parliamentarians and NGOs?	Please see answer 6.
26.	Please confirm if Members of Parliament can be associates.	Please see answer 6.
27.	Please confirm if newly founded organizations can participate in this call.	Please see answer 3.
28.	Please confirm if the salaries and fees of those involved in the project are possible source of co-financing?	Please see answer 9.
29.	Please confirm if international organization can participate in this call.	Please see answers 6 and 7.
30.	Please confirm if regional agencies that were established as on-profit bodies can participate as partners in this call.	Please see answer 6.
31.	Please clarify if first theme that concerns economic empowerment of women actually concerns only women from rural areas.	No, it does not concern only women from rural areas – the list of themes published in the guidelines for applicants under Section 2.1.3 is not exhaustive.
32.	Please clarify which documents are to be submitted at this stage.	Since this is a restrictive call, in this phase the applicants shall submit only the concept note, the Concept Note declaration and the Concept Note checklist (part A of the application form). Those are to be submitted in 1 original and 2 copies with e-version on CD-Rom. Those whose concept notes are selected provisionally will then be invited to submit their full application.
33.	In the context of Sector/theme 2. <i>Initiatives to enhance the inclusiveness and pluralism of civil society</i> , which mentions ... new or fragile civil society organizations formed by groups whose interests are underrepresented, or otherwise contributing to the empowerment of	The term <i>civil society organizations</i> , in the context of Sector/theme 2 comprises also informal groups. The above definition does not apply to the provisions on the eligibility of applicants – those provisions are stipulated in the Section

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	such groups (e.g. ... children and youth...), please clarify if the term <i>civil society organizations</i> refers only to legally constituted, i.e. registered organizations, or can it comprise also informal groups, such as children's groups (school parliaments, children's committees, etc.).	2.1.1 of the Guidelines for applicants.
34.	Are small organizations established 6 month ago eligible to apply?	Please see answer 3.
35.	Can Municipality become partner who applies or collaborator and how should we define support of local government (what is that can support include as related to participation of CSO who is applying)?	Please see answer 6.
36.	Can manager of project be member of partnership organization and can partnership with more experienced CSO be scored in scoring list (CSO have had one implemented project in local)?	The management of the contract can be done by any qualified person from applicant or partner. The scoring of the relevant concept note/full evaluation will be done by the evaluation committee in accordance with the published Guidelines for applicants.
37.	Do we need to submit the budget and log frame already with the concept note?	Please see answer 32.
38.	The guidelines say that budget and logframe need to be submitted electronically, on CD-Rom in a separate envelope. Does this mean that full application and budget are to be submitted on separate CDs or on three or...	They can be on one CD-Rom.
39.	Please clarify if checklist and declaration are to be submitted in separate envelope and then joined to concept note in one unique envelope.	Each of the documents is to be bound separately and joined in one outer envelope.
40.	Please clarify if awarded projects will be published on the website and will the participants in this call receive their scorings.	The list of grants awarded will be published once all the contracts are countersigned. With regards to the scores, those are contained in the letters that are sent following step 1 and step 2 respectively.
41.	The application form states: '...Where the action is the continuation of a previous action clearly indicate how the proposed action is intended to build on the activities/ results of this previous action...'. Are the details on all the projects awarded until present available on the website?	All projects awarded until present are published. However, this refers to a case when the applicant was already grant beneficiary with certain action and the new action (new project) is a continuation of what was funded in the past.
42.	With regards to partners and associates, can a Municipality be a partner of Associate?	Please see answer 6.
43.	Is there a template of concept note?	Yes. The concept note is first part (part A) of the application form.
44.	What is the role of associates when there are no budgetary requirements? Is a project considered	As per Section 2.1.2 of the Guidelines, the

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	more serious if there are associates?	associates may play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. When evaluating, the assessors will weight the role and importance of associates in the project accordingly.
45.	Do you accept letters of support and recommendation with the concept note?	No supplementary annexes should be sent at this stage.
46.	Please confirm if we can participate in two or more projects in the capacity of a partner.	As per Section 2.1.3 of the Guidelines, partners may take part in maximum two applications. Please see also answer 12.
47.	How can a newly founded organization register in PADOR given that one of the sections to be filled in is requiring financial and audit reports to be uploaded for the past 3 years? Besides, those projects below UER 25,000 do not need to register in PADOR.	The organization can register in PADOR and obtain the registration number without uploading any reports. For those applicants of grants of EUR 25 000 or less and their partners, the registration is optional but recommended in this phase. However, registration in PADOR is obligatory in the full application phase for all pre-selected applicants and all their partners.
48.	Please clarify if sections/departments within local self governments are eligible to apply.	Please see answer 6.
49.	Please clarify if Fund for European Affairs of the AP Vojvodina is eligible.	Please see answer 6.
50.	With regards to the action that is the continuation of a previous action, does it refer to the one implemented by lead applicant or can also be the one of the partners'?	It can be either the action that was implemented by a leader or the one of the partner'. However, it cannot be the same action (costs) that was already financed.