



EUROPEAN UNION  
DELEGATION TO THE REPUBLIC OF SERBIA

**Support to the social inclusion of the most vulnerable groups, including Roma, through more diversified community-based social services**

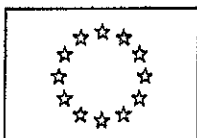
**Frequently Asked Questions  
Restricted Call for Proposals**

Reference: EuropeAid/135483/DD/ACT/RS

Internal reference: 12SER01/06/71

Deadline for submission of Full Application: 18 May 2015

No.	Question	Answer
1	Is it possible to make consultations with you during this process if we need it, and how to get it?	<p>Please refer to the Guidelines for grant applicants, section 2.2.8. (Further information about Full Application forms) on questions from the applicants:</p> <p><i>“Questions may be sent by e-mail no later than 21 days before the deadline for the submission of applications to the addresses listed below, indicating clearly the reference of the Call for Proposals:</i></p> <p><i>E-mail address: <u>Delegation-Serbia-FCS@eeas.europa.eu</u></i></p> <p><i>The Contracting Authority has no obligation to provide clarifications to questions received after this date.</i></p> <p><i>Replies will be given no later than 11 days before the deadline for the submission of applications.</i></p> <p><i>To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants,</i></p>



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		<p><i>affiliated entity(ies), or an action.</i></p> <p><i>No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the website</i></p> <p><i><a href="https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome">https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome</a> and the Delegation's website: <a href="http://www.europa.rs">http://www.europa.rs</a>.</i></p> <p><i>It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.”.</i></p> <p>Meetings with individual applicants during the selection process are not practiced.</p>
2	<p>Since the organisation changed the name in the meantime to xxxxxx and added some new fields of activities in the Bylaws, what is the procedure now? The tax number, registration number etc. remained the same.</p>	<p>Please refer to the Guidelines for grant applicants, section 2.2.8. (Further information about Full Application forms): “... <i>To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity(ies), or an action...</i>”.</p> <p>Regardless of the quote above, you are advised to upload the new version of the statute in PADOR, and make necessary changes there.</p>
3	<p>We would like a clarification regarding an employment issue for our project xxxx. We would like to know if a person could be hired as an employee of one of the partners in the project - the School for Elementary Education of Adults - who would be paid from the project budget. The employee would be a formal, part-time employee of the school, and would receive salary from the</p>	<p>Considering the specifics of the respective project, it is up to the Applicant to decide about the form of assigning the project staff and respective responsibilities and duties of each position. When assigning individuals to the Action, Applicants and their partners have to follow the respective national employment legislation.</p>



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	<p>project budget during the duration of the project as an assistant. The assistant would be employed as an maintenance worker in the Tool Library, would repair and maintain the tools and handle the leasing of the tools to the beneficiaries, keep the records of the leases etc.</p>	<p>Additionally, please note that if staff are not working full time on the Action, the percentage should be indicated alongside the description of the item and reflected in the number of units (not the unit value) in the Project budget.</p>
4	<p>Would you please be so kind to clear up our doubts regarding number of full applications requested in Call for Applications reference no. EuropeAid/135483/DD/ACT/RS. Namely, on page 27 of Guidelines for Applicants, it is stated that an applicant is supposed to send "one original and 2 copies", while in Part B Full Application Form, part Checklist for the full application form states the following "one original and 3 copy(ies) are included".</p>	<p>Please note that Full Applications must be submitted in one original and 2 copies in A4 size, each bound. The full application form, budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and single file (i.e. the full application form must not be split into several different files).</p> <p>The electronic file must contain exactly the same application as the paper version.</p>

