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FREQUENTLY ASKED QUESTIONS

EU Civil Society Facility Serbia Programme

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No.	Question	Answer
1.	<p>In the section 2.1.1. (Eligibility of Applicants), for the Lot 3, it is stated that "... it is mandatory to have at least one co-applicant from the geographical area targeted by the action." Since this Lot is meant to "Support cooperation between Serbia and Kosovo", does the above mean that it is necessary to have partners on both sides?</p>	<p>In line with section 2.1.4, p.11 of the Guidelines for Applicants, actions under Lot 3 must take place in Serbia and Kosovo*¹. In addition, in line with section 2.1.1, p. 8 of the Guidelines for Applicants, it is mandatory to have <u>at least one co-applicant from the geographical area targeted by the action.</u></p>
2.	<p>Please may you clarify whether proposed actions under Lot 3 must include socio-economic activities?</p>	<p>Types of action which may be financed under this call are listed in the Guidelines for Applicants, section 2.1.4., p. 11.</p> <p>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 (Guidelines for Applicants, section 2.2.4., p. 18).</p>
3.	<p>How many sub-grantees can be awarded and what is the maximum amount of the project budget that can be allocated for sub-grants?</p>	<p>There are no limits on number of grants which may be awarded to third parties under one action, as well as on maximum amount of the project budget for allocation of grants to third parties. However, please note that distribution of grants to third parties may not be the main purpose of the action as well as that the maximum amount of financial support per third party is EUR 10,000 (Guidelines for Applicants, section 2.1.4., p. 12).</p>
4.	<p>Do we have to report about costs of sub-grant recipients?</p>	<p>Yes, the Beneficiary(ies) shall provide the Contracting Authority with all required information on the implementation of the</p>

¹ * This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo Declaration of Independence

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		Action (Annex G-II General Conditions, article 2.1., p. 3) and shall provide in its report to the Contracting Authority a comprehensive and detailed report on the award and implementation of any financial support given (Annex G-II General Conditions article 10.7., p. 8).
5.	Whether small grant recipients have to follow PRAG procedures in terms of public procurement and can they be VAT exempt?	<p>All grant beneficiaries have to follow procurement rules described in Annex G-IV of the grant contract (document available under the tender documentation folder "Documents for information"). If they do not have their own documents, grant beneficiaries may voluntarily use the models published in the Practical Guide on the EuropeAid website (Annex G-IV Contract award procedures, article 3., p. 3).</p> <p>The recipients of grants to third parties can be VAT exempt. For additional information please see Annex J – Tax regime (document available under the tender documentation folder "Documents for information").</p>
6.	Do we have to include in the project budget costs for the verification expenditure?	No. Under this Call for Proposals following rule will apply: <i>"The applicants (and where applicable its affiliated entities) agree that the expenditure verification(s) referred to in Article 15.7 of the General Conditions to the Standard Grant Contract (see Annex G of the Guidelines) will be carried out by the Contracting Authority or any external body authorised by Contracting Authority."</i> (Guidelines for Applicants, section 2.1.5, p. 15).
7.	Do we have to use our sub-granting procedures and how detail we have to present them in the concept note or full application form?	<p>Beneficiaries of the actions including component of the financial support to third parties have to use (and/or develop) their own procedures following the mandatory conditions set up in the Guidelines for Applicants (section 2.1.4. Eligible actions, p. 12 and 13) and Annex G-II General Conditions (articles 10.4. – 10.8., p. 8).</p> <p>In compliance with the Guidelines for Applicants (section 2.1.4. Eligible actions, p. 12, the following information applicants should define mandatorily in section 2.1.1. of the grant application form:</p> <p>(i) the objectives and results to be obtained with the financial support</p> <p>(ii) the different types of activities eligible for financial support, on the basis of a fixed list</p>

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		<p>(iii) the types of persons or categories of persons which may receive financial support</p> <p>(iv) the criteria for selecting these entities and giving the financial support</p> <p>(v) the criteria for determining the exact amount of financial support for each third entity, and</p> <p>(vi) the maximum amount which may be given.</p> <p>Please also note that in line with Guidelines for Applicants (section 2.1.4. Eligible actions, p. 13), the following specific conditions or restrictions apply for the third parties:</p> <ul style="list-style-type: none"> ▪ They must have an annual turnover of less than EUR 10,000; ▪ They have never been Beneficiary of an EU grant; ▪ The activities eligible for financial support will have a maximum duration of 6 months.
8.	Do we have to publicise tender for sub-grants or we have to target directly those we would like to award sub-grant?	<p>Yes, According to the Annex G-II General Conditions, article 1.5. a) <i>“The Beneficiary (ies) shall implement the Action with the requisite care, efficiency, <u>transparency</u> and diligence, in line with the principle of sound financial management and with the best practices in the field.”</i></p> <p>See also answer to question no.7.</p>
9.	Under which budget heading (1. Human Resources or 5. Other costs, services) we should insert costs for honoraria based on the service contract or author contract?	<p>All costs encountered through a service contract to be procured in compliance with the requirements of Annex G- IV “Contract-award procedures” (document available under the tender documentation folder “Documents for information”) should be budgeted under Budget heading 5 “Other costs, services”. The costs of staff not engaged via service contract should be budgeted within budget Heading 1-Human resources.</p>
10.	Which target group of asylum seekers is important for this Call? Is this Call targeting only asylum seekers in Serbia or Serbian citizens asking for asylum in other countries as well?	<p>Lot 2 of this Call targets asylum seekers and readmitted persons in Serbia.</p>
11.	Can newly established organisation without previous experience by with experienced staff apply for a grant?	<p>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 (Guidelines for Applicants, section</p>

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		2.2.4., p. 18).
12.	For which period of time we have to plan beginning of project implementation?	The signing of a grant contract with the applicant must take place within 3 months from the notification on the award of the contract by the Contracting Authority. For more information see the indicative timetable in the Guidelines for Applicants, section 2.5.2, p. 26 and Annex G-I Standard Grant Contract, article 2.2 for implementation period of action options.
13.	Can sub-grants be directed to municipal based local communities "mesne zajednice"?	Financial support to third parties may be proposed in order to help achieving the objectives of the action as visible through the increase of the effectiveness of the Serbian CSOs.
14.	Are grant and sub-grant beneficiaries exempted of VAT or it is just non-eligible cost? Is the procedure for VAT exemption established?	Please note that in line with Guidelines for Applicants, section 2.1.5. Ineligible costs, p. 15 as well as Annex G-I Standard Grant Contract article 7.2.2, "taxes, including value added taxes shall not be considered eligible". Please consult relevant Tax authority on established VAT exemption procedures. Likewise, please also see Annex J – Tax regime (document available under the tender documentation folder "Documents for information).
15.	Can we as small organisation with yearly budget under 10,000.00 EUR apply for small grants?	See answer to question no.7 and answer to question no. 11.
16.	Since another EC tender for grants is recently published as well, can we apply with proposals on both tenders or we are allowed to apply only to one?	Potential applicants are allowed to apply to all ongoing Call for Proposals.
17.	If public institution is our project partner, can their salaries be presented as co-financing?	Please note that only eligible costs can be accepted and considered as co-financing. For more information about eligibility of costs see Guidelines for Applicants, section 2.1.5., p. 13-15. Please also note that in line with Guidelines for Applicants, section 2.1.5. Ineligible costs, p. 15 as well as Annex G-I Standard Grant Contract article 7.2.2," salary costs of the personnel of national administrations" shall not been considered eligible. Please also note that in line with Annex G-II General Conditions salaries and costs shall not exceed those normally borne by the Beneficiary(ies), unless it is justified by showing that it is essential to carry out the Action.
18.	What are the chances for award of the grant for the organisation placed at the reserve list?	Reserve list will be drawn up following the same criteria as for the list of provisionally

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		selected applicants, and if more funds should become available during its validity period, a grant will be awarded to the applicant on a reserve list by order of ranking. (Guidelines for Applicants, section 2.3. Evaluation and selection of applicants, p. 22 – 23).
19.	Under the Lot 1 there is a theme “ <i>Transparency and citizens’ participation in the public and local budgeting process</i> ”. Does the public means at the national level or not?	This theme refers only to the local level.
20.	Can we consider under this Call universities meaning faculties established by the Republic of Serbia as a public institutions?	See answer to question no. 11.
21.	Can organisation which exists less than 1 year apply for a grant?	See answer to question no. 11.
22.	We are organisation registered in Serbia and in Kosovo. Can we apply as applicant and co-applicant?	See answer to question no. 11.
23.	Will EU Delegation prepare guidelines for assessment of our project so we can be informed exactly how our applications will be evaluated?	Evaluation and selection of applicants is described in the section 2.3, p. 20 of the Guidelines for Applicants.
24.	How added value within Concept Note will be evaluated? This section brings up to 5 points but there is a limit of four three to four sentences to write it according to the template.	Added value within Concept Note will be evaluated based on the information presented in the particular application describing specific added-value elements. There is no specific space limit for this section (1.3.4. of the Grant Application Form). Hence it should be written within the limit of max 3 pages for the whole section 1.3. Relevance of the Action.
25.	Which type of costs can be covered to the public institution which acts as co-applicant.	Eligibility of costs is described in the section 2.1.5., p. 13-15 of the Guidelines for Applicants.
26.	Are the groups listed under the Lot 2 just example of possible groups or they are actually presenting target groups of this lot?	The target groups for Lot 2 are asylum seekers, readmitted people, LGBTI persons and children belonging to vulnerable groups.
27.	Since grants to third parties have to be part of the larger project do they have to be thematically related with that project or not?	Financial support to third parties has to be thematically related with particular project in order to help in achieving the objectives of the action. Please also note that, financial support to third parties may not be the main purpose of the action.
28.	Can you provide definition of the target group “children from vulnerable groups”?	Please note that applicants have to define target group of their actions within the section 1.3.3. of the Grant Application Form. Please see also the answer to question no.37.
29.	In the guidelines published by Government Office for Cooperation with Civil Society about	Applications will be examined and evaluated by the Contracting Authority. Evaluation and

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	transparent financing is suggested that as members of evaluation committees representatives of civil society organisations should be involved. Is it possible in case of this Call to apply for such position?	selection of applicants is described in the section 2.3, p. 20 of the Guidelines for Applicants.
30.	How networks of CSOs which are not formally connected (registered) but are well known and existing for a long period of time can prove their structural link?	Only entities having a structural link with the applicants, in particular a legal or capital link may be considered as affiliated entities. Information on how affiliated entity can verify the existence of the required structural link is presented in the section 2.1.2., p. 9 – 10 of the Guidelines for Applicants.
31.	Whether financial documentation requested should be translated from Serbian into English?	No. Only in case when requested 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 analysing the application. (Guidelines for Applicants, section 2.4, p. 25).
32.	Is it possible that as co-applicant participate independent anti-corruption body established by decision of the city assembly?	See answer to question no. 11.
33.	If organisation is already registered in PADOR is it necessary to fulfil off-line form?	No. Only if it is impossible for the organisation to register in PADOR, it must submit a justification proving that this impossibility is general and beyond the control of the applicant and/or its affiliated entity(ies). In such cases, the applicants and/or affiliated entity(ies) concerned must complete the "PADOR off-line form" (Guidelines for Applicants, section 2.2., p. 16).
34.	Please clarify if there are any restriction of one applicant or co-applicant or associate to participate in several proposals under the same call? Is it possible for an applicant to submit two proposals as main applicant (coordinator)? Or one as coordinator and one as co-applicant? If any restrictions exist, are they also valid for the associated partners?	Detail information considering number of applications and grants per applicants is presented in the Guidelines for Applicants, section 2.1.4. Eligible actions, Number of applications and grants per applicants, p. 13. For Associates and Contractors please refer to Guidelines for Applicants, section 2.1.3, p. 10. Please note that in line with Guidelines for Applicants, there are no restrictions defined regarding the number of applications and grants for the associates.
35.	Whether Kosovo is considered as abroad in the financial transactions of the project, which implies greater financial provisions that are not	Please note that, in line with Guidelines for Applicants, bank charges are ineligible costs. The full list of ineligible costs is presented in

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	recognized as costs?	the Guidelines for Applicants, section 2.1.5. Eligibility of costs, p. 15.
36.	On the page 8 of the Guidelines it is said that is mandatory to have at least one co-applicant from geographical area targeted by the action. Do you consider office of international organization registered at geographical area targeted by the action (non-resident) as eligible, or we must have, as co-applicant, local entity from the territory?	See answer to question no. 11.
37.	We would like to know if indicating as target group "children", you refer to a precise age including also teenagers.	For the purpose of this Call, the definition of the UN Convention of the Rights of the Child will be used, which is defining a child as any human being below the age of 18.
38.	Are study trips/tours to EU countries eligible costs?	Yes, this type of the cost is eligible cost of the action.
39.	If we have activities in Kosovo, can part of the budget for this activities be transferred directly from you to our Kosovo partner, and the funds for the activities in Serbia transferred to us?	Financial instalments, as specified by the grant contract (annex E3hi Special conditions) will be paid only to the grant beneficiary of the action identified as the Coordinator. The Coordinator has full financial responsibility for ensuring that the Action is implemented in accordance with the Contract (annex G-II General Conditions, article 1.6.g.).
40.	Which version of the PRAG document will apply for this Call?	Please note that published Guidelines for Applicants together with all corresponding published annexes, in line with PRAG 2014, are applicable for this Call for proposals.
41.	We are relatively young organisation with yearly budget of EUR 8,000.00-10,000.00. Can we apply for a grant?	See answer to question no. 11.
42.	Is renting of equipment possible under the grant?	Yes, this is eligible type of cost.
43.	Shall we receive more scores in case of having a co-applicant?	Evaluation and selection of applicants is described in the section 2.3, p. 20 of the Guidelines for Applicants.
44.	In case we have a co-applicant do you transfer funds to the co-applicant directly or applicant will do it?	See answer to question no. 39.
45.	Is particular percentage defined concerning how much funds can be requested by applicant and by co-applicant?	Co-applicant(s) participate in designing and implementing the action, and definition of the costs they incur in the same way as those incurred by the applicant. It is up to the applicant and co-applicant to each define necessary inputs for the implementation of the project.

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46.	If co-applicant is a public institution do they need to have a PADOR number?	Prior registration in PADOR for this Call for Proposals is obligatory. For more information see Guidelines for Applicants, section 2.2., p. 16.
47.	Can we award financial support to third party if that is non-formal group (non-registered, they don't have a bank account)?	No, beneficiaries of the financial support to third parties besides other requirements listed in the Guidelines for Applicants, section 2.1.4, p. 12 and 13 must be legal entities.
48.	Is it possible that projects under the Lot 3 include cooperation of social welfare institutions?	See answer to question no. 11.
49.	Can organisations from Kosovo apply as applicant or only as co-applicants?	Conditions of eligibility of applicants (i.e. applicant and co-applicant(s)) are listed in the Guidelines for Applicants, section 2.1.1., p. 7 and 8. Please note that among other conditions listed, applicants must be established in a Member State of the European Union or in a country covered by the Article 19 of the IPA regulation ² .
50.	What is the minimum amount of co-financing by the applicant?	Any grant requested under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action: <ul style="list-style-type: none"> • Minimum percentage: 50% of the total eligible costs of the action. • Maximum percentage: 90% of the total eligible costs of the action (see also Section 2.1.5). The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget or the European Development Fund (please see Guidelines for Applicants, section 1.3., p. 5 and 6).
51.	Are there some restrictions in terms what can be covered/paid by this 10%?	Please note that only eligible costs can be accepted and considered as co-financing. For more information about eligibility of costs see Guidelines for Applicants, section 2.1.5., p. 13-15.
52.	Whether Severna Mitrovica will be treated as applicant from Kosovo?	See answer to question no. 11.
53.	Is it allowed that our project proposal is follow up of the previous project?	Yes, this is possible. In case when proposed project presents a follow-up of previous action(s) this should be described in the grant

² Commission Regulation (EC) No 718/2007 of 12 June 2007, implementing Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance (IPA)

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		application form.
54.	In which section of the proposal we can enclose letters of support from institutions?	Only the concept note/full application will be evaluated. No additional annexes should be sent (Guidelines for Applicants, section 2.2.1, p. 17 and section 2.2.5., p. 19).
55.	<p>The clarification specifically pertains to the total number of times an eligible actor can apply.</p> <p>In the Guidelines for Grant Applicants (page 13) an information about the number of applications and grants per applicants is provided:</p> <ul style="list-style-type: none"> • The applicant may not submit more than one application under this Call for Proposals • The applicant may not be awarded more than one grant under this Call for Proposals • The applicant may be a co-applicant or an affiliated entity in another application at the same time • A co-applicant may not submit more than two applications under this Call for Proposals • A co-applicant may not be awarded more than 2 grants under this Call for Proposals • A co-applicant may be an applicant or an affiliated entity in another application at the same time <p>Based on these provisions it is clear that an applicant may be a co-applicant and vice versa, that the applicant may submit one application and co-applicant maximum two applications, and that an applicant can be a co-applicant as long as it is another application.</p> <p>However what I do not understand is how many times in total can an eligible actor apply if it is both applicant and co-applicant?</p> <p>Provisions from the Guidelines may lead to a conclusion that in that case an eligible actor may apply three times in total because it seems that there is no specific provision which states that a co-applicant in case of being also an applicant may submit only one application (instead of two).</p> <p>An argument for not having a possibility to apply three times in different roles may be found in provisions 3 and 6 where „in another application“ is stated in singular which could be interpreted that co-applicant may only submit</p>	In total, an eligible entity may become beneficiary of maximum two grants.

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	<p>one application if it is also an applicant in another application.</p> <p>However I am not sure if my interpretations are correct, therefore I kindly ask for your opinion – if an applicant is also a co-applicant, is the total number of possible applications two or three?</p>	
56.	<p>We would like to ask you regarding the tax exemption procedure - if the partner organisation from Kosovo is doing this, where should they go in Kosovo to do this?</p>	<p>Please note that in line with Guidelines for Applicants, section 2.1.5. Ineligible costs, p. 15 as well as Annex G-I Standard Grant Contract article 7.2.2, “taxes, including value added taxes shall not be considered eligible”. Please consult relevant Tax authority on established VAT exemption procedures.</p>
57.	<p>Also, is there a possibility for us, as leading applicant from Belgrade, to buy equipment in Serbia, and then transport it in Kosovo?</p>	<p>Unless otherwise clearly specified in the Description of the Action in Annex I, the equipment, vehicles and supplies paid for by the Budget for the Action shall be transferred to the final beneficiaries of the Action, at the latest when submitting the final report. If there are no final beneficiaries of the Action to whom the equipment, vehicles and supplies can be transferred, the Beneficiary(ies) may transfer these items to:</p> <ul style="list-style-type: none"> - local authorities - local Beneficiary(ies) - local affiliated entity(ies) - another action funded by the European Union - or, exceptionally, retain ownership of these items (annex G-II General Conditions, article 7 Ownership/use of results and assets). <p>Please note that for all procurement activities related to the Action, the rules of the contract-award procedures and rules of nationality and origin set out in Annex G-IV (document available under the tender documentation folder “Documents for information”) shall be respected.</p>