



Belgrade, 18. 07. 2016.

FREQUENTLY ASKED QUESTIONS

European Instrument for Democracy and Human Rights (EIDHR) Country Based Support Scheme (CBSS) 2016 & 2017 for Serbia

Publication reference: EuropeAid/152409/DD/ACT/RS

No.	Question	Answer
1.	<p>As stipulated in the Guidelines "In the concept note lead applicant must provide only an estimate of the requested EU contribution (...)" but in the Word document this information is not specifically requested in template – could you please clarify under which heading to provide the information on the estimated amount?</p>	<p>Please note that as application to this Call for Proposals is obligatory through PROSPECT, the section of the Concept Note you refer to is no longer a part of the template, as it is now obligatory to be filled in on-line, in PROSPECT directly, under relevant sections/tabs (Tab No.2 "Project").</p> <p>Please further consult PROSPECT manual for applicants as well as the PROSPECT demonstration movie ("Demo on PROSPECT") published on EuropeAid web site https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&se archetype=RS&aofr=152409</p>
2.	<p>As stipulated in Instructions for drafting the Concept note -The Concept note document should not exceed 5 pages of Arial 10 characters, single line spacing:</p> <ul style="list-style-type: none">- Template is designed in Times New Roman font/ 12 – is it allowed to change the font/size in whole document to Arial/10?- The maximum of 5 pages – includes first/cover page + 4 pages of project description (Headers 1.1.-1.3.)? Should we erase pages 2 and 3 (Notice and Table of contents) as it is advised for Instructions and Check list?	<p>It is allowed to change the font/size in whole document to Arial/10.</p> <p>Please follow the instructions as given in the templates. The parts to be deleted are at the end of the Concept note: "Instructions for drafting the concept note" and "Checklist for self-guidance" can be deleted before submission.</p> <p>In addition, please note that pages 2 and 3 (Notice and Table of contents) of the Concept note will not be counted in the 5 pages related to the Description of action.</p>

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3.	Under Heading 1.3. Lead applicant (co-applicants and affiliated entities, if any) we are expected to write down the addresses, phone numbers, e-mails of all partners – there is no other space provided for detailed info on partners in the Concept note (such as table with registration date or EuropeAid number etc.)? When submitting in Pador are we supposed to insert partners data somewhere at this stage?	<p>Please see answer to question No.1.</p> <p>In addition, please note that the relevant tab in PROSPECT for all information related to co-applicants and affiliated entities is Tab No. 3 "co-applicants".</p> <p>Please note that the registration of information about the organizations involved in the action in PADOR is obligatory for this call for proposals for lead applicants applying for EU contributions of more than EUR 60 000 before the submission of Concept note.</p> <p>However, please note that PROSPECT takes/imports all relevant organizational data from PADOR, therefore it is <u>highly recommended to register all co-applicants/affiliated entities even in the stage of concept note.</u></p>
4.	In accordance with the "Guidelines for grant applicants" within this Call for proposals, actions must take place in the Republic of Serbia. Does it mean that if we would like to organize some kind of comparative studies or joint elaboration of strategies/plans, etc. with the engagement of experts from Bulgaria, it would be eligible, for as much as the final products will be available in Serbia and events (if any) related to the joint work will take place in Serbia?	<p>As in line with the Guidelines for Applicants, section 2.1.4 <i>Eligible actions: actions for which an application may be made</i> (p. 9), in relation to the location of the activities it is clearly stated that "<i>Actions must take place in the Republic of Serbia</i>".</p> <p>Please also further consult the Guidelines for applicants on the types of activity which may be financed under this call. (p.10 and 11)</p>
5.	Are costs for accommodation of participants (when attending conferences/roundtables, etc. within the project) eligible under this Call for proposals?	Costs for accommodation of participants when attending conferences/roundtables within the project activities are in principle eligible as long as they are in line with General contract conditions as well as relevant provisions of the Guidelines for applicants.
6.	In which section of the Concept note should we provide the estimate of the requested EU contribution and its percentage in relation to the total eligible costs of the action?	Please see answer to question No.1.
7.	The sum of 60 000 euros in total is in total for 24 months or total by year?	In line with the Guidelines for Applicants, section 2.1.5., p. 13, " <u><i>The total amount of financing on the basis of simplified cost options that can be authorised by the Contracting Authority for any of the</i></u>

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		<p><i>applicants individually (including simplified cost options proposed by their own affiliated entities) cannot exceed EUR 60 000" for the whole duration of the project.</i></p>
8.	<p>If a network is in question, an affiliate identity may be a member of the network, but what happens if a network is affiliate identity? If a member of the network is applicant or co-applicant, and affiliate identity is a network?</p>	<p>Please note that in line with the Guidelines for Applicants, section 2.2.4., p. 17, <i>"To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities."</i></p> <p>In addition to that, please consult the eligibility criteria set under 2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)), p.6-7 of the Guidelines for applicants.</p>
9.	<p>If a lead applicant has a signed mandate at the moment of submitting a concept note with an affiliate identity/co-applicant, and another lead applicant does not have it, but still lists this organisation as an affiliate identity/co-applicant, will these projects be rejected regardless of the existence of the mandate?</p>	<p>Please note that the Mandate (for co-applicants and affiliated entities, section 5.2 and 5.3 of Annex A.2- Full application form) is required only at the Full application stage.</p> <p>However, as in line with PRAG section 6.5.8.5 <i>"the evaluation committee may decide to check eligibility at any previous step in the procedure. In the interest of good administrative practice, the evaluation committee can check and then exclude applicants at any stage of the evaluation if it is obvious that the latter do not meet the eligibility criteria"</i></p> <p>Therefore, it is in the interest of all applicants to ensure that their participation in subject call is as many times as allowed for each category in their structure.</p> <p>Please further note that as defined under section 2.1.4 Eligible actions: actions for which an application may be made <i>"Number of applications and grants per applicants / affiliated entities"</i> must be respected as one of the set eligibility criteria for this call. All applicants/applications not following the criterion set therein will be considered ineligible and not evaluated further.</p> <p>Finally, please note that in line with the Guidelines for Applicants, section 2.2.4., p. 17, <i>"To ensure equal treatment of applicants,</i></p>

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