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## FREQUENTLY ASKED QUESTIONS

### Civil Society Facility Programme 2018

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No.	Question	Answer
1.	<p>We are addressing you on behalf of the XX Agency for Economic Development, Ltd.</p> <p>By type, the Agency is managed as: body governed by public law; private partnership, non-profit;</p> <p>Please, would you be so kind to give as an answer if our organization is eligible, that is, can the Agency be considered as eligible LP?</p>	<p>Please note that in line with the Guidelines for Applicants, section 2.2.4., p. 31, “<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 see the eligibility criteria set under 2.1.1. <i>Eligibility of applicants (i.e. lead applicant and co-applicant(s))</i>, p.8-9 of the Guidelines for applicants.</p> <p>The Contracting Authority cannot prejudice the eligibility of the applicant or assess the merits/details of the specific proposal at this stage, i.e. decisions are taken only upon assessment of complete information provided by the specific applicant and/or application in the course of particular evaluation procedure.</p>
2.	<p>We use this opportunity to ask and clarify information from the Guidelines for Grant Applicants regarding the budget for Lot 2, Lot 3, Lot 4, Lot 5 and Lot 6.</p> <p>The Guidelines provide information of indicative allocation of funds for each Lot, which is as the following:</p> <p>Indicative allocation of funds by Lot:</p> <ul style="list-style-type: none"><li>• Lot 2 - Rule of law - EUR 670.000</li><li>• Lot 3 - Environment - EUR 670.000</li><li>• Lot 4 – Socio economic development - EUR 670.000</li><li>• Lot 5 - Support to grassroots organisations in the field of environment and socio economic</li></ul>	<p>In line with the indicative allocation of funds by lot and the defined minimum and maximum amounts for the grants to be proposed, it is likely that one grant can be awarded per each lot mentioned in the question.</p> <p>However, please also note that as mentioned in the Guidelines, if the allocation indicated for a specific lot cannot be used due to insufficient quality or number of proposals received, the contracting authority reserves the right to reallocate the remaining funds to (an)other lot(s), which might lead to more grant contracts to be signed for any other lot.</p>

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	<p>development - EUR 1.500.000</p> <ul style="list-style-type: none"> <li>• Lot 6 - Support to grassroots organisations in the field of rule of law and cultural diversity - EUR 1.000.000</li> </ul> <p>Furthermore, there is information on minimum and maximum amounts for any grant requested under this call for proposals for Lot 2, Lot 3 and Lot 4:</p> <ul style="list-style-type: none"> <li>• minimum amount: EUR 600.000</li> <li>• maximum amount: EUR 670.000</li> </ul> <p>For Lot 5, the amounts are:</p> <ul style="list-style-type: none"> <li>• minimum amount: EUR 1.450.000</li> <li>• maximum amount: EUR 1.500.000</li> </ul> <p>For Lot 6, the amounts are:</p> <ul style="list-style-type: none"> <li>• minimum amount: EUR 950.000</li> <li>• maximum amount: EUR 1.000.000</li> </ul> <p>According to the above provided information, does this mean that there will be only one grant approved for the each respective Lot?</p>	
3.	<p>In short, I have a project that, in my opinion, belongs to the segment that relates to the segment:</p> <ul style="list-style-type: none"> <li>• <i>Strengthening economic development and create better links with business by promoting entrepreneurship, social innovation and job creation.</i></li> </ul> <p>In short, I am the author of the first (and only) crowdfunding web platform in Serbia, called Investing in idea. It's the so-called equity variant of group financing that involves connecting people with business ideas and investors with the goal of launching a joint venture.</p> <p>This platform began its work on September</p>	<p>Please note that in line with this call for proposals in order to be eligible for award of the grant, the eligibility criteria set under 2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)), p.8-9 of the Guidelines for applicants must be fulfilled:</p> <p>In order to be eligible for a grant, the lead applicant must:</p> <ul style="list-style-type: none"> <li>• be a legal person <b>and</b></li> <li>• be non-profit-making <b>and</b></li> <li>• be a specific type of organisation such as: non-governmental organisation, civil society organisations<sup>1</sup> <b>and</b></li> <li>• be established in<sup>2</sup> the Republic of Serbia <b>and</b></li> </ul>

<sup>1</sup> The broadest possible understanding about civil society organisations is applied under this call for proposals, as defined in 1999 by the European Economic and Social Committee (CES/1999/851) and further detailed by both the EESC (CES/1999/851, CES/2000/81) and the EC (COM/2002/0704 final, COM/2005/0290 final)

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	<p>2017. In the previous period, over 50,000 visits, 1,050 registered members and over 400 business ideas were recorded.</p> <p>The question is the conceptual traceability and fitting of my project into the objectives of this competition.</p>	<ul style="list-style-type: none"> <li>• be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary.</li> </ul> <p>Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.</p> <p>Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s).</p> <p>However, please note that this call proposal foresees financial support to third parties within Lots 2,3,4,5 and 6 and all the types of actions and activities which may be financed under these lots are also eligible for financial support to third parties.</p> <p>For the purposes of this Call for Proposals, third parties are: registered and non-registered civil society organisations established in Serbia and natural persons.</p>
4.	<p>I have a question that is related to the type of grant contract. There is an explanation in the guidelines in the footnote no.9 on page 8 of the Guidelines for applicants:</p> <p><i>"Note that a lead applicant (i.e. a coordinator) whose pillars have been positively assessed by the European Commission and who is awarded a grant will not sign the standard grant contract published with these guidelines but a contribution agreement based on the contribution agreement template."</i></p> <p>Does it mean that every awarded organization should pass this pillar assessment?</p>	<p>No it doesn't. The provision in the footnote is part of a standard template and is related only to organizations whose pillars have been positively assessed by the European Commission, when they are eligible to participate in call proposal. Organisations whose pillars have been positively assessed by the European Commission then sign a different type of contract, not the standard grant contract published with these guidelines but a contribution agreement based on the contribution agreement template.</p>
5.	<p>Is there a limit on the number of co-applicants per application?</p>	<p>There is no limit on the number co-applicants per application. The only limitation referred to in the Guidelines is linked to the Number of applications and grants per applicants / affiliated entities:</p> <p><i>Number of applications and grants per</i></p>

<sup>2</sup> To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

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		<p><i>applicants / affiliated entities</i></p> <p><i>The lead applicant may not submit more than 1 application per lot under this call for proposals.</i></p> <p><i>The lead applicant may not be awarded more than 1 grant per lot under this call for proposals.</i></p> <p><i>The lead applicant may not be a co-applicant or an affiliated entity in another application of the same lot at the same time.</i></p> <p><i>A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than 1 application per lot under this call for proposals.</i></p> <p><i>A co-applicant/affiliated entity may not be awarded more than 1 grant per lot under this call for proposals.</i></p>
6.	Do we need to make a call for proposal when providing the financial support to third parties?	<p>Please see answer to question number 8.</p> <p>The Applicant (and the co-applicant(s), if applicable) has to strictly define in the application form <u>the selection procedures for the recipients of financial support to third parties.</u></p> <p>When launching calls for proposals for the award of financial support to third parties, beneficiaries <u>may use their own procedures provided these procedures comply with the principles of proportionality, sound financial management, equal treatment and non-discrimination, ensure transparency with adequate publication of calls for proposals and prevent conflict of interests throughout the entire award procedure.</u></p> <p>As for the remaining procurement done by the grant beneficiaries, the beneficiary may also decide to apply the procurement procedures set forth in the practical guide for launching the procedure for financial support to third parties.</p> <p>Further to that, as described in the Guidelines for applicants, under Lot 5 and Lot 6 (pages 22, 24) the procedure for the financial support scheme should be tailor-made to grass-root organisations, is published in local language and tailor-made for grass-root organisations with weak managerial, financial and administrative</p>

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		capacities. It should foresee an evaluation and selection based on high quality and/or innovative ideas and initiatives, and a review process during which the quality of the intervention logic, the impact and sustainability of the activities can be improved and further developed.
7.	Can beneficiaries of third party financial support reapply for a new third party financial support?	Upon fulfilment of conditions stipulated under respective lots related to financial support to third parties, the beneficiaries can apply for new support during the implementation time of the project and as long as calls for such support are open.
8.	Do lead applicants need to apply PRAG procedures to select the recipients of financial support to third parties?	<p>No. However, Article 204 of the Financial Regulation requests the following conditions for providing financial support to third parties to be defined in the grant agreement, with no margin for discretion by the beneficiary:</p> <ul style="list-style-type: none"> <li>- the maximum amount of financial support to third parties that can be paid to a third party and the criteria for determining it;</li> <li>- an exhaustive list of the types of activities that may receive financial support;</li> <li>- the definition of the persons or categories of persons which may receive such financial support to third parties and the criteria for providing it.</li> </ul> <p>Therefore, the Applicant (and the co-applicant(s), if applicable) has to strictly define in the application form <u>the selection procedures for the recipients of financial support to third parties</u>.</p> <p>In compliance with the guidelines the lead applicant should define mandatorily in Section 2.1.1 of the grant application form:</p> <ul style="list-style-type: none"> <li>(i) the overall objectives, the specific objective(s) and the outputs<sup>3</sup> (i.e. the results) to be achieved with the financial support</li> <li>(ii) the different types of activities eligible for financial support, on the basis of a fixed list</li> <li>(iii) the types of persons or categories of</li> </ul>

<sup>3</sup> As per OECD DAC definition, the term 'results' includes: 'impact' (overall objective), 'outcome(s)' (specific objective(s) and 'output(s)'.

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		<p>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>In all events, the mandatory conditions set above for giving financial support (points (i) to (vi)) have to be strictly defined in the grant contract as to avoid any exercise of discretion.</p> <p>Please also see answer to question No.6.</p>
9.	Do the same restrictions of eligibility apply for recipients of financial support to third parties as those the Guidelines define for grant applicants?	<p>No. Recipients of financial support are not subject to the eligibility conditions of the grant applicant (i.e. nationality, type of entity, types of activity).</p> <p>Specific restrictions per specific lot are specified in the Guidelines for applicants for this Call for Proposals.</p>
10.	Are eligible costs within financial support to third parties the same as for the lead applicants?	<p>No. The recipients of financial support are not subject to the same rules of eligibility of costs as the grant beneficiaries. The applicable eligibility requirements shall depend on the nature of the financial support scheme. It is up to the Applicant, in line with the objectives and specifications of the Guidelines for grant applicants, to define the costs eligible for financial support.</p>
11.	Can financial support to third parties cover operating costs?	<p>Yes. The eligible costs shall depend on the nature of the financial support scheme.</p>
12.	Which supporting documents have to be kept regarding financial support to third parties?	<p>In the event of audits, checks, monitoring or evaluations, the Coordinator is responsible for ensuring that all the necessary documents, including the accounts of the beneficiaries of financial support, copies of the most relevant supporting documents and signed contracts related to the financial support to third parties are made available. Such supporting documents depend on the nature of the financial support and may be limited to output-based or results-based supporting documents necessary to verify that the funds have been used for the purpose and in line with the contract (no exhaustive and input-based evidence-keeping per expenditure is required). The recipients of financial support are obliged to keep the relevant supporting documents for five years following the payment</p>

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		of the balance of the grant and for three years in case of grants not exceeding EUR 60 000. This may nevertheless vary depending on the nature of the financial support (e.g. unconditional cash transfer to refugees).

