



Belgrade,

QUESTIONS and ANSWERS

EuropeAid/176151/DD/FPA Framework Partnership Agreements for operational grants

PHASE 2

No.	Question	Answer
1.	<p>Do we apply with the whole work program, so for the whole year our (as the organization work program) and then indicate what would be the amount that we are asking from the EU? So, for you to have the whole picture, and from you to ask just for certain activities in this picture of our activities, this is the only question I have.</p>	<p>For the whole organization, you might have an annual work program that might include several different areas. Some of them might be relevant to this goal, some of them might not be relevant. What is important for the application for this step is the annual work program or the section of your annual work program that is relevant to the call. For example, an application for lot 4 needs to have an annual work program for the relevant part (priority sector/area(s)). The whole annual work program of the organisation can be relevant or a part of it. The request for the EU contribution needs to be made accordingly.</p> <p>For example for lot 4. The grant requested must fall between EUR 45,000 and EUR 60,000. And the grant request (for all lots) must fall between 60% and 95% of total eligible costs of the relevant annual work program.</p> <p>The budget for the operating grant (phase II of this call) must be detailed and based on eligible costs for a period of 12 months covering the financial year of the CSO (from 01.01.2023 to 31.12.2023).</p>
2.	<p>I have a question about this type of cost. What about audit cost for the whole organization? Are they also eligible in this section?</p>	<p>Section 2.1.4 of the “Guidelines for applicants” specifies that</p> <p><i>“Eligible direct costs</i></p>

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		<p>(...)</p> <p><i>The applicants 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 the contracting authority, EU Delegation to the Republic of Serbia.”</i></p>
3.	<p>If I understood correctly all the written questions and answers will be available to all applicants? Or are you just going to send the bilateral answer to an organization?</p>	<p>All questions received during the info session held on 23.02.2023 as well as submitted before the deadline on 02.03.2023 and their answers will be published on the Europe Aid website.</p>
4.	<p>I wanted to ask, first of all, is there a deadline for submitting additional questions?</p>	<p>The deadline for the question is on 02.03.2023 at 5:00 PM.</p> <p>Publication deadline for the replies is on 08.03.2023 at 3:00 PM.</p> <p>The notification letter, which was sent the applicants, gives all dates, the time and the functional mailbox delegation-serbia-fcs@eeas.europa.eu to which questions can be submitted.</p>
5.	<p>You just mentioned to refer to the letter as if the organization has received some letter regarding the grant. The only letter we received was for this info meeting. So just to check, are we missing on something? Is there something else that we were supposed to receive by now or not?</p>	<p>Award notification letters were sent two days ago through PROSPECT, confirming that the organisation is eligible for the signature of the Framework Partnership agreement. If the e-mail address encoded in PADOR is in capital letters, it could cause a problem. If this is the case, the applicant needs to correct it to small letters in PROSPECT and/or PADOR.</p> <p>The contracting authority requested in the letter to confirm to the functional mailbox the receipt of the letter. As this has not been done a technical problem might have occurred.</p> <p>The letter will be sent separately to the e-mail address provided to all applicants for phase II which contains deadlines and further relevant information.</p> <p>Legal entity forms (LEF) up-loaded in PADOR are incomplete because supporting documents are missing. On the LEF form it is written what</p>

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		needs to be attached. The correctly completed LEF (including the name and signature of the authorised person) together with required supporting documents, such as registration of the organisation, VAT registration, must be uploaded in PADOR without delay. The latest template of the LEF must be used. For the signature of the FPA, the contact address as given in PROSPECT for the call and the authorized representative name and title as provided in the LEF will be used.
6.	<p>I checked the information throughout the prospect, there is available letter of acceptance. So maybe call do on the prospect.</p> <p>I didn't understand this with LEF Could you please uh, repeat once again?</p>	<p>Please see answer to Question 5.</p> <p>Legal entity forms (LEF) up-loaded in PADOR are incomplete because supporting documents are missing. On the LEF form it is written what needs to be attached. The correctly completed LEF (including the name and signature of the authorised person) together with required supporting documents, such as registration of the organisation, VAT registration, must be uploaded in PADOR without delay. The latest template of the LEF must be used.</p>
7.	<p>In the presentation you mentioned that project costs are not eligible - Does it mean that with operating grant we cannot pay any activity e.g. training for stakeholders or other?</p>	<p>Costs, including costs of a training for stakeholders or others, which are part of a project, are not eligible for an operating grant. If the training is a standard activity of your organization and if it can be considered as running costs, it could be included as eligible costs for the operating grant.</p>
8.	<p>Then the previous slides containing the list of eligible costs is not like the list is not hold. Those are just examples, and for instance if we have here training for stakeholders that is part of our regular programs on organizational level, they are eligible. So even though they are not listed on the previous slide. Relating to costs. Shortly just the slide citing planning, human resources, capacity building, monitoring etcetera as eligible cost. This is not the final list. We can also add to this if it relates to our operational running, running of the organization as a whole.</p>	<p>Section 2.1.3 of the “Guidelines for Applicants” refers to “type of activities” including (non-exhaustive)</p> <ul style="list-style-type: none"> • <i>activities for strengthening of existing and creating civil society platforms, networks and coalitions, including systems for information sharing and transfer of know-how mechanisms;</i> • capacity building for sector lobbying with particular attention to wider outreach of CSOs, including small and grass-root CSOs; <p>The list provided is non-exhaustive but activities</p>

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		covered must be part of the functioning and running costs of the CSO.
9.	Each AWP, if executable, is based on secured (or very probable) funds. Our WPSs as well. Now we are asked to make AWP with potential new sources from EU. Previous AWP could not be the same (for example in original AWP (w/o EU OP grant) the organization would not plan additional staff; however, with IO grant we could afford it). Which AWP you expect to get: with OP presume or w/o them?	The AWP submitted should include the activities foreseen to be implemented within the financial year 2023. Not all the funding for these regular activities need to be secured at this stage.
10.	This one question that my colleague asked about the signing of the partnership agreement, is it necessary that the legal representative in our case it's the President of the Management board is signing the agreement or can a deputy also be assigned for signing the agreement?	If the legal representative of the organization is not physically present next Tuesday, the signature of the FPA could be provided by a representative holding a power of attorney. The power of attorney must be original.
11.	If the grant will be awarded in May 2023, should activities/operating costs from Jan-Apr be included as its an annual plan for one fiscal year? Are they allowable?	The budget for the operating grant (phase II of this call) must be detailed and based on eligible costs for a period of 12 months covering the financial year of the CSO (from 01.01.2023 to 31.12.2023).
12.	<p>Can you please clarify what the applicant needs to write related to the experience in form Annex A.2 – Grant application form – Annual work programme, tables:</p> <p>i) Experience in similar annual work programmes in the past 3 years</p> <p>(ii) Experience in other work programmes in the past 3 years (pages 7 and 8)</p> <p>It is not clear if annual work programmes are projects, and if so how do we present projects that are relevant but lasted less or more than one year?</p>	<p>Annual Work Programmes do not include projects but are constituted by the regular activities of the CSO, which also form its regular running costs.</p> <p>The Annual Work Programmes should also include regular activities of the CSO, which are not one-off exercises and not dependent on a specific project.</p>
13.	Are costs related to activities outside of the country of Serbia, related to core activities of the organization eligible under this call? For example, advocacy activities in Brussels with representatives of EU, conferences and	<p>Section 2.1.3 of the “Guidelines for applicants” specifies the following:</p> <p><i>“Location</i></p>

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	training outside of Serbia for internal capacity building of the organization (costs of travel and accommodation)?	<i>The strategic plan and the annual work programme must be implemented in the Republic of Serbia”</i>
14.	Is the expenditure verification eligible cost that we can put in our budget or it will be carried out by contracting authority?	<p>Section 2.1.4 of the “Guidelines for applicants” specifies that</p> <p><i>“Eligible direct costs (...)</i></p> <p><i>The applicants 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 the contracting authority, EU Delegation to the Republic of Serbia.”</i></p>
15.	Is there possibility to make any deviation from the rough estimate of the budget, provided in the Concept Note phase? If yes, in what percentage?	<p>The operating grant supports the applicant’s annual work programme, which is directly linked to and coherent with the objectives and priority sectors/areas of the strategic plans of their Framework Partnership Agreements (FPA).</p> <p>The applicants were requested to provide an estimated but realistic budget for the 4 years - strategic plan for the FPA. The grant applicants are requested to submit a detailed budget, which appropriately reflects the organisation’s activities for the first year. There is no specific percentage regarding an allowed deviation given.</p> <p>Any error related to the points listed in the “checklist for self-guidance” (point 4 of the “Instruction for drafting the grant application “ of application form A.2) or any major inconsistency in the grant application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.</p>
16.	Is there any limitation in terms of human resources costs? If yes, in what percentage in	The operating grant supports the applicant’s annual work programme, which is directly

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	comparison to other costs?	<p>linked to and coherent with the objectives and priority sectors/areas of the strategic plans of their Framework Partnership Agreements (FPA).</p> <p>The applicants were requested to provide an estimated but realistic budget for the 4 years - strategic plan for the FPA. The grant applicants are requested to submit a detailed budget, which appropriately reflects the organisation's activities for the first year. There is no specific percentage regarding human resources given. The budget - cost effectiveness of the work programme will be assessed (ratio between costs and the expected results).</p> <p>Any error related to the points listed in the "checklist for self-guidance" (point 4 of the "Instruction for drafting the grant application" of application form A.2) or any major inconsistency in the grant application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.</p>
17.	Can you send the presentation from the info session held on 23/02/2023 to all FPA awarded applicants? We had some issues with our official e-mail address linked with PADOR and PROSPECT, and to which the invitation for info session was sent and thus couldn't participate the event, as we learned about it only after it was held, when the account was restored.	This will be published with this Q&A.
18.	From the guidelines for applicants, as well as from the Q&A documents for Phase I of this call for proposal, it is understood clearly that an operating grant can't support "Project activities" which are usually financed under an "action grant" and costs associated with this type of activities. For example, we understood that we can not envisage the costs for capacity building of other civil society organisations. However, are the costs for internal capacity building for organisation's staff (trainings and workshops for our staff which will help us achieve objectives from our Strategic plan and annual workplan) eligible?	<p>Section 2.1.3. of the Guidelines for applicants" specifies the following:</p> <p><i>"Types of activity (non-exhaustive list)</i></p> <p><i>The activities covered by the operating grant (annual programme) should be directly linked to the strategic plan foreseen in the FPA, and should be coherent with the objectives of this plan. Activities covered need to be part of the functioning of the CSO. The following list of activities may be financed under this call:</i></p> <ul style="list-style-type: none"> • <i>capacity building for sector lobbying with particular attention to wider outreach of CSOs, including small and grass-root CSOs;"</i>

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19.	Taking into account that this call differs from usual action grants calls, can you confirm that office costs and heading 4 Project office will be eligible for this call under direct eligible costs?	Office costs, which can be considered as running costs of the functioning of the CSO , are eligible. Project office costs, which are covered by another action of work programme an ineligible.