

## Frequently asked questions concerning the call for proposals

### «European Network of Female Entrepreneurship Ambassadors » ENT/CIP/09/E/N08S003

#### 1. Could you please tell me more about the financing of the women ambassadors project?

We kindly invite you to consult the call text (available at the following web-site: [http://ec.europa.eu/enterprise/newsroom/cf/itemlongdetail.cfm?item\\_id=3917&lang=fr](http://ec.europa.eu/enterprise/newsroom/cf/itemlongdetail.cfm?item_id=3917&lang=fr)), in particular chapter 5.

The indicative amount available for this Call is approx. **EUR 545.000**. The Union funding is limited to a maximum of 50% of the total eligible costs of the projects. The average amount of Union funding is likely to be about EUR 50.000 per project.

#### 2. The Regulation (EC) n. 1082/2006 of the European Parliament and the Council of 5 July introduces the European Grouping of Territorial Cooperation (EGTC). It is a new legal instrument for territorial cooperation within the Community European Union, which translates into the possibility of creating public authorities with personality in order to facilitate and promote regional cooperation among its members, to strengthen the economic and social cohesion. Our specific EGTC is formed by an association of local entities, associations of municipalities and an organism governed by public law. Since our EGTC already represents numerous entities, is it still necessary to search for other partners and to form a consortium?

Indeed, applications must be submitted by a consortium (minimum two entities), since the call for proposals stipulates in its chapter 6: “*Projects shall be run by specific consortia made up of a minimum of two partner organisations for the purpose of this Call*”. Even though the EGTC is formed by a number of different organisations, it is considered to be only one entity.

#### 3. This EGTC has been established very recently. For this reason, there is not an extensive curriculum, is this an exclusion motive?

No, the creation date of an entity is not an eligibility, selection or award criterion. In addition, proposed staff working on the project could of course have a professional experience that goes far beyond the creation of the entity and which can bring much added value to the project.

#### 4. This EGTC covers a territory of almost 9000 km<sup>2</sup> of two Member States. Is it possible to perform the project activities within this territory as a cross-border project or should we focus on one country only? For which Member State can we apply? The new ambassadors that will result from the project can be entrepreneurs of Spain and Portugal or just from one country?

Your entity can only apply within a consortium of the Member State in which it is legally established, i.e. officially registered. Cross-border projects are acceptable under specific circumstances for small Member States only. In addition, the call text stipulates that applications must be presented by “*a national consortium made of partner organisations from the same country*”. According to the aforementioned answer, ambassadors could of course represent only one Member State.

**5. The call mentions that in order to achieve a good geographical coverage different partners may apply. Should partners from different regions apply independently or all in one consortium?**

In order to achieve the best possible geographical coverage, the call text stipulates in chapter 2:

*[...] Different partners may apply to the call in order to achieve the best possible geographic coverage of the country. However, all partners together shall form only one consortium per country (see chapter 6 of the present document). Projects will be run by those specific consortia made up of partner organisations for the purpose of this Call. The specific consortia must conform to the possible configurations set out in the Guide for applicants [...].*

**6. Could you please let me know why certain countries are not eligible to apply in this call?**

The call for proposals ENT/CIP09/E/N08S003 is a follow-up to a call which was launched at the beginning of 2009 and was restricted to the Enterprise Europe Network partners. It is managed by the Executive Agency for Competitiveness and Innovation under powers delegated by the European Commission. Under the first call successful applications were received from the following countries: Denmark, France, Germany, Iceland, Ireland, Italy, Norway, Poland, Slovakia and Sweden. The present call for proposals aims to improve the geographical coverage and is therefore designated for countries not yet included in the Network (see chapter 6.1., geographical eligibility).

**7. With regards to contributions in kind, section 5 of the call for proposals states that contributions in kind are not eligible costs and that contributions in kind are not accepted as part of the consortium's co-financing. However, section II.14.5 of the submission set elaborates that co-financing in kind could be acceptable. Could you please clarify for us whether the payment of staff allocated to the project and other related expenses would qualify as contributions in kind.**

Article II.14.5 of the draft grant agreement which can be found in the submission set forms part of the General Conditions. These conditions are designed to cover any contractual option, but do not refer to specific requirements of the call. As set out in chapter 5 of the call text, contributions in kind are not eligible costs and not accepted for co-financing.

**8. With regards to the selection of ambassadors, the guide for submission states that the entrepreneurs shall be “managing owners” of their company. Is there a specific definition of “managing owner” - in other words, must they have overall control of the business in terms of share ownership?**

Indeed, the entrepreneurs to be selected as female entrepreneurship ambassadors should be managing owners. This means that the enterprise should be owned and controlled by one or more women having a minimum financial holding of at least 51%.

**9. The average amount of Union funding for the project is stated to be about EUR 50.000. Is there an upper limit that is in place for the Union funding?**

No upper limit for the Union funding per project is applicable. However, the total available Union contribution is limited to EUR 545.000. Given that – as stipulated in the call text – the Commission intends to maximise the geographical coverage of the network and estimates to award 10 proposals, the average amount of funding is likely to not exceed EUR 50.000.

**10. Will the documents related to the call such as the call text or the submission set be made available in other languages than English? Can these forms be filled in other languages than English?**

All documents and forms related to this call are published in English only. However, the forms can be filled in and the proposal can be drafted in any of the official languages of the European Union. On this web-site you will find a link to the Official Journal of the European Union with access to an executive summary of the call in all official languages:

<http://eur-lex.europa.eu/JOIndex.do?year=2009&serie=C&textfield2=311&Submit=Search&submit=Search&ihmlang=en>

**11. Are there National Contact Points in the eligible countries for the above mentioned call for proposals that could assist the different partners to find partners for setting-up an application?**

The Commission cannot provide help to find partners, but applicants might get in contact with relevant bodies or associations established at national/European level that might offer support in this respect.

**12. Can you send me the compendium of successful projects of the last edition of this call for proposals? I'd like to have more information about the existing network.**

Information on the results of the previous call for proposals as well as on the selected ambassadors can be found here:

[http://ec.europa.eu/enterprise/policies/sme/promoting-entrepreneurship/women/index\\_en.htm](http://ec.europa.eu/enterprise/policies/sme/promoting-entrepreneurship/women/index_en.htm)

**13. The project will be co-financed from the European Commission for 50%. Has the other 50% to come from the applying organisations itself? Or are there other options? If the consortium gets other subsidy, will this be diminished from the finance (50%) of the EC?**

Indeed, the Union funding is limited to a maximum 50% of the total eligible costs of the project. The remaining part shall be co-financed either in full by the applicant by means of direct monetary contribution or contribution from its own resources (e.g. cost of personnel involved,... ) or direct monetary contribution from third parties (e.g. a sponsor) or by income generated by the project (e.g. the yield from sales of publications during the operation, or the fees charged to participants attending a conference). Any source of revenue must be included in the proposal's budget (forms B1 and B2).

We strongly recommend referring to chapter 5 of the call text as well as to the guide for submission for further information.

Please note that the Union contribution to reimburse eligible costs must not give rise to a profit. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced by the amount of any surplus.

**14. Is this initiative/call organised on a regular basis?**

This is a single action to support national stakeholders in setting-up a national ambassadors network. The maximum duration of the action shall be 24 months. After this time it is expected that participating partners will take over the management of each national network and ensure its continuation.

**15. Is it the intention that there will be one proposal from each country or can different proposals from the same country compete in the call?**

The Commission aims at the best possible geographical coverage for each country so it is suggested that interested parties should form only one consortium per country. Nevertheless it is possible that more than one proposal from the same country is submitted which will consequently compete, although this would not be in the spirit of this call.

**16. Is a regional/local public entity, e.g. a city council, eligible to participate in this call for proposals and can we promote provincial/regional networks?**

If your organisation fulfils the eligibility criteria set out in chapter 6 of the call text. In order to form a consortium you should contact other national stakeholders that are interested in participating and would ensure a good geographical coverage. This call aims to select networks on a national level.

**17. The activities to be undertaken as detailed in the guide for submission include the selection of approx. 10 ambassadors. How many ambassadors does our organisation provide within the consortium?**

As detailed in the call text, this call aims to select networks on a national level by forming national consortia. In order to form such a consortium you may contact other national stakeholders that are interested in participating and would ensure a good geographical coverage. It is up to the consortium partners to decide how they will distribute the tasks and the allocation of ambassadors between themselves ensuring always a good geographical coverage. Please refer to the guide for submission for further details.

**18. Could you please explain whether the application must be submitted by a consortium or if the consortium shall be formed after award?**

The call requires that projects shall be run by specific consortia made up of a minimum of two partner organisations for the purpose of this call, i.e. that the application must be presented by a consortium. Further information can be found in chapter 6 of the call text (eligibility).

**19. Can private companies become lead partners of a consortium? Is cross-border co-operation allowed?**

Any legal entity fulfilling the eligibility criteria set out in chapter 6 of the call text can participate in the call for proposals, either as consortium member or lead partner.

Please be aware that applicants shall establish national consortia made of partner organisations from the same country, or under specific circumstances only, a transnational consortium. For example:

- a) a partner organisation of a small country to join a consortium made-up of partner organisations from a bigger neighbouring country, such as Cyprus/Greece, etc.
- b) partner organisations from neighbouring small countries.

**20. Can we submit a proposal under this call without asking for a financial contribution of the European Union?**

Of course, you may submit a proposal under this call without asking for Union funding. Please be aware that even without requesting a contribution of the European Union, your proposal will be assessed against the eligibility, selection and award criteria set out in the call text. Please be aware that, in case of award, your consortium is subject to the required periodic reporting as any other awarded proposal.

**21. Our organisation controls (partly or in full) one or several other entities (e.g. a foundation, a higher education institution). Could we form a consortium with these other organisations?**

Under the condition that the entities in reference fulfil the eligibility criteria as detailed in chapter 6 of the call text they may of course participate in this call for proposals and become consortium members.

**22. We are aware of the fact that the minimum for the creation of a consortium is two partner organizations. However, is there a maximum of partners and what is more or less the number of partners appropriate?**

Indeed, the consortium shall be made up of the applicant (lead partner) and at least one partner organisation. There is no upper limitation on the number of organisations involved.

**23. We are planning to submit a proposal. Whom can I contact for further information on the completion of forms B, C and D?**

In order to ensure equal treatment towards all potential applicants, the Commission cannot give individual support on the preparation of a proposal.

Detailed information on the completion of forms B (budget forms) and on the related requirements can be found in the Guide for Submission which is available here:

[http://ec.europa.eu/enterprise/newsroom/cf/document.cfm?action=display&doc\\_id=5569&userservice\\_id=1&request.id=0](http://ec.europa.eu/enterprise/newsroom/cf/document.cfm?action=display&doc_id=5569&userservice_id=1&request.id=0)

A form C (co-financing statement) shall be presented for each co-financing third party (i.e. any organisation **outside** the consortium providing resources) only. If the co-financing of the action is done by consortium members only, there is no need to submit such forms. In this case, the completion of the appropriate section in forms A3 and A4 is sufficient. Forms D, however, have to be completed by each member of the proposal's consortium.

**24. Does the following information from the Guide for Submission (page 13) "*only a limited part of the project may be subcontracted, i.e. up to 10% of the eligible costs*" refer also to expenditure for supplies necessary for the implementation (e.g rent the seminar/conference rooms; cost for printing promotional material, webpage, etc.) or does it refer only to those cost items related to project activities subcontracted to other organizations (i.e. part of the actual work to be carried out)?**

Subcontracting, which can indeed not exceed 10% of the eligible costs, includes any contracts that the beneficiary would have to conclude for the purposes of carrying out the action (i.e. service contracts). Travel expenses, equipment and consumables/supplies are not considered to be subcontracting.

**25. If we set up a consortium consisting of partner organisations mainly based in one specific region of a Member State, would such consortium be deemed to represent this Member State? If yes, we assume that the average number of 10 ambassadors in the document does not change?**

A consortium set-up by entities established in a Member State would be deemed to represent this Member State, irrespective of the region(s) in which the entities are established. As indicated in the call text, the selection of in average 10 ambassadors per consortium is recommended.

**26. It is evident from the Call that there should be a separate budget for each Work Package plus an aggregate one for the entire project proposal. It remains unclear from the budget template how to outline the partner contributions. In other words, how much does each partner contribute and how much does each partner get from the EU co-financing? Where in the budget forms should this be made visible?**

We invite you to refer to chapter III.2 of the Guide for Submission for the minimum requirements of the budget forms.

Referring to your specific questions, the aggregated form B1 may of course indicate a split of resources by partner, i.e. the share of costs of each consortium member can be shown under each heading (e.g. travel expenditure: partner X EUR 1.000, partner Y EUR 2.500, partner Z EUR 500, etc.).

Form B2 allows consequently indicating the share of co-financing by each partner. There is no obligation to present the distribution of the EU contribution at the proposal stage.

**27. Is this interpretation correct: A thorough analysis of the female entrepreneurship and the working trends of women in the applicant country are to be carried out as a part of the first stage of Activity Plan (Work Package 1), which means after the proposal has been successfully evaluated and granted the financing or should this type of analysis be included in the project proposal?**

In order to be able to define the target groups as well as the promotional and other activities envisaged, already existing data on female entrepreneurship and current trends in the applicant country should be used.

**28. In the framework of this Call, are all the envisaged activities of the potential Ambassadors (such as conferences, workshops, etc.) to be merely identified or already implemented? Under which Work Package should those activities be carried out?**

Such activities should be identified in the proposal and carried out after award of the proposal. And indeed, these activities and their planned implementation should be described in the work package 3 (iii).

**29. According to our national legislation, it is impossible to send people to a business trip if they are not employees of the institution. HOW is it then possible to send the potential Ambassadors on trips and cover their travel expenses? How do we display it in the budget?**

The selected ambassadors should attend events in their area/region. The attendance of ambassadors to give a speech is not a business trip but to be considered as one of the duties that the ambassadors has to fulfil as part of their appointment as ambassadors. Travel expenses should be reimbursed as part of the support offered to the ambassador by the organisation. This kind of expenditure is reimbursed by the Commission and should be presented in section 5 of form B1 (Other costs, services necessary to implement the operation).

Only travel expenditure related to staff of the applicant organisations shall be included in section 2 of form B1 (travel cost).

**30. The Guide for Submission refers to the “(iv) Operation of the Network at European level“: Please clarify what activities could be carried out in the framework of this Work Package, considering that we do not intend to create a transnational consortium? Does this include the cooperation with the existing National Networks of Female Entrepreneurship Ambassadors and participation in the inauguration in Brussels or more?**

Indeed, this work package shall include co-operation within the existing and new national networks of the “European Network of Female Entrepreneurship Ambassadors” as well as the participation in Brussels at the inauguration and networking event. Please refer to the Guide for Submission, chapter II.3 (as of page 7) for further information.

**31. The Call text (page 5) states that in kind contributions are not allowed. But is it acceptable to declare the salaries as co-financing provided that these are regularly paid to staff members who will work in Female Ambassadors project?**

Indeed, contributions in kind do not constitute eligible cost. However, expenditure for staff employed with the applicants and working on the project is eligible cost. Part or all of the consortium's co-financing can be made up from staff cost (own resources).

**32. If the cost of staff comes from a grant co-financed by the ESF, could also be declared as an eligible cost?**

Cost of staff already financed by the Union can in no case be considered eligible.

**33. Concerning the final accounts: We know that every organization needs to fill in form A5, however in the check list it also specifies that Annual Accounts need to be attached to the proposal. Are these identical documents? Or do we need to attach a full set of accounts?**

A form A5 shall be completed for each consortium member and attached to the proposal.

**34. Must the official registration certificate and the statutes/articles of association be included for all partners or just for the lead partner?**

Legal documents as referred to in the call text and the guide for submission need to be attached to the proposal for all partner organisations.

**35. In working out the financial elements of the bid at what conversion rate should we work out numbers from other currencies to Euros?**

We recommend using the monthly exchange rates published by the Commission: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>. In case of award, financial statements need to be drawn up in Euro and the use of these monthly rates is mandatory.

**36. We are a charity/non-profit organisation unable to recover VAT – can we include this as an eligible cost?**

In case an applicant can prove its inability to recover VAT, related expenditure is considered eligible (see Guide for Submission, chapter III.2.7 as of page 14).

**37. With regards to participant information and description of skill sets of the individuals working on the project, you have requested CV's – would I be right to assume that this is just a small amount of information regarding relevant experience rather than a full job history CV for each individual?**

Applicants must show that the team responsible for the project/operation has adequate professional qualifications and experience. The information given in attached CV's should enable the Commission's Evaluation Committee to assess this criterion.

**38. On the Participants Profile/Information Sheet does the box asking “Amount of funding which the company/organization undertakes to provide for the operation” would this be the match funding amount?**

Your assumption is correct. Each partner organization must declare its share of the consortium's co-financing.

**39. In answering the question “How and when the co-financing will take place?” do we have to indicate at what points this will be done over the 2 year period or are you expecting this to be match up front?**

In case of co-financing by own resources (e.g. staff cost), it is sufficient to indicate that the co-financing will take place along the lifetime of the project. Monetary contributions, however, are most likely to be effected at specific dates (e.g. at the start of a project). Therefore, this should be indicated on forms A3 and A4.

**40. The layout given in the financial statement form (A/5) appears to be for Statutory Limited company accounts. Our accounts are prepared under different law and therefore are prepared differently to this – the main bottom line figures we can provide but the defined boxes and layout would not match as the information is not laid out like this in our prepared accounts. Would it be best to provide our accounts as an addition to our submission in order to cover this off?**

The submission of a copy of annual accounts may replace the completion of a financial statement form.

**41. With regards to Lead Organisation Profile Information (A/3) and Other Participants Profile Information (A/4) there is a need for the signature of an “Authorised Person” – do you have a definition as to who you consider to be “Authorised”?**

An authorised representative is any person who is legally empowered to represent and commit the organisation/company (i.e. commercial power of attorney).

**42. Regarding the legal status eligibility, I'd like to know whether a consortium made up of higher education institutions is eligible for this call for proposals?**

Any public or private entity whose core activity is in the field of fostering, promoting and/or supporting entrepreneurship can participate in this call for proposals. A proposed consortium must comply with the eligibility criteria set out in chapter 6 of the call text (as of page 6).



**43. We plan to submit a proposal and would like to know whether a national consortium consisting of university offering entrepreneurship programmes and a vocational training institute for entrepreneurs together with a research foundation (hosting an entrepreneurship institute) would fulfill the requirements and considered eligible under this call?**

Please understand that in order to ensure equal treatment of all potential applicants, the Commission can at this stage of the procedure not give an opinion on a proposed consortium composition. Referring to your question on the eligibility of a consortium, we invite you to consult chapter 6 (eligibility) of the call text. Applications must comply with the eligibility criteria set out in this chapter.

**44. Could you please let us know whether form D (exclusion criteria) must be completed by all consortium members or the lead partner only?**

Indeed, the exclusion criteria form (form D) must be completed by all partners of the consortium.

**45. Our proposal's budget will be around EUR 100.000. Can you confirm that such a budget is feasible? Does the Union funding amount to approx. EUR 50.000?**

The call text does not indicate minimum or maximum amounts of a proposed budget. In order to guarantee equal treatment of all applicants, the Commission cannot give comments on individual budgets. Referring to your remark concerning the Union funding, indeed, the call text stipulates an average amount of EUR 50.000 per awardable proposal. The Union funding is limited to a maximum of 50% of the total eligible costs of the projects.

**46. The forms A3 and A4 show "DG" as an abbreviation. What does this mean?**

The acronym "DG" in this context stands for a Directorate-General of the European Commission. Thus, you are requested to indicate projects which might be already funded by other Commission services.

**47. Does the subcontractor have to be of the same nationality as the project applicant or could it also be from a country other than the eligible ones for this call?**

The subcontractor could participate also if it comes from a country that is not an eligible country for this call. However please note that according to the **Guide for Submission (page 13): "only a limited part of the project may be subcontracted, i.e. up to 10% of the eligible costs"**.

**48. Do subcontracted activities have to be specified in this phase?**

Subcontracted activities should indeed be identified in this phase.

**49. Regarding the presentation of the proposal what type of letter format and size should we use? (Arial, Times New Roman, Size 10, 12, single, double line spacing etc)**

Whenever you are asked to use templates you should use the format of these templates. For the rest (free text) you are free to use the letter size you wish taking care that it is an easily readable format.

**50. Is there a specific time for the delivery on March 12th 2010?**

We kindly invite you to read the call text and in particular, chapter 9.2. 'Sending the proposal'. Specific time-limits only apply for hand-delivered proposals which must be presented at the Commission's postal service within the opening hours (see call text). Proposals sent by registered mail or courier services must be postmarked on 12 March 2010 at the latest.

**51. Is there a possibility to extend the application's deadline?**

There is no possibility to extend the application deadline. Proposals that will be submitted after the deadline (as this is proven by the post stamp) will be considered as non-admissible and are not taken into consideration for further evaluation..

**52. What are the implications in case of missing/late delivery of certain application documents (e.g. annual account)?**

All documents required for submission as stipulated at the call announcement and relevant annexes should be sent by the deadline of 12 March 2010 to the Commission. However, you may join copies of documents (e.g. fax, scanned versions) in case the originals are not received in time for shipment. Originals shall then be forwarded to the Commission without any delay