

## Questions and Answers

**Call reference: EAC/S08/2015**

**Title: EU Network of Creative Hubs and Co-working Spaces**

**Version: 10 of 09/09/2015**

Question 1:	<p><b>a) Can the Republic of Moldova participate in the Call for proposals?</b></p> <p><b>b) Is the Budget of 1 million euros assigned to a single project?</b></p> <p><b>c) In the case of participation in the call that kind of support could you give us?</b></p>
<b>Answer</b>	<p>a) As a country participating in the Creative Europe programme, organisations which have their registered legal office in the Republic of Moldova can <b>submit</b> a proposal for the call for proposals EAC/S08/2015.</p> <p>Please refer to <i>section 8.1. Eligible applicants</i> in the Guidelines for the Call for Proposals under link:  <a href="http://ec.europa.eu/culture/calls/general/2015-eac-s08_en.htm">http://ec.europa.eu/culture/calls/general/2015-eac-s08_en.htm</a></p> <p>b) The budget of 1 million euros is for one single project</p> <p>c) For 'information on support provided', should your question regard financial support, please refer to <i>section 13. Financial Provisions</i> of the Guidelines for the Call for Proposals document available under the link:  <a href="http://ec.europa.eu/culture/calls/general/2015-eac-s08_en.htm">http://ec.europa.eu/culture/calls/general/2015-eac-s08_en.htm</a></p>
Question 2:	<p><b>I would kindly ask you to inform us, whether entities from Kosovo are eligible to apply?</b></p> <p><b>In addition, if Kosovo organizations are not eligible to apply, how do you envisage their potential inclusion in this Call?</b></p>
<b>Answer</b>	<p>Section 8.1 <i>Eligible Applicants</i> of the guidelines for Proposals states that '<i>eligible applicants must have their registered legal office in one of the beneficiary European countries under the Creative</i></p>

	<p><i>Europe programme'.</i></p> <p>Given that Kosovo does not participate in the Creative Europe Programme, as no Framework Agreement has been signed with the EU, organisations based in Kosovo cannot submit a proposal.</p> <p>However, organisations based in Kosovo can participate as affiliated entities (if they are identified as such in the application form) or as sub-contractors (if the conditions in Section 13.1.point e) of the Call for proposals are respected).</p>
<p>Question 3:</p>	<p><b>In section 2.1 of the form, for economic operators, are required budget documents specific, does this request also applies to non-profit organizations?</b></p>
<p><b>Answer</b></p>	<p>Assuming that the question refers to point 2.1. of the <b>Grant Application Form</b>, yes, applicant entities are obliged to provide evidence of their financial capacity, whether for-profit or not-for-profit entities. See below relevant text for reference:</p> <p><i>2.1. PROOF OF FINANCIAL CAPACITY</i>  <i>The applicant should provide the following documents as evidence of financial capacity:</i></p> <ul style="list-style-type: none"> <li>- a declaration on their honour stating that the applicant has the financial capacity to carry out the action (see point V.b)</li> <li>- the table provided for in the annex 1 the application form, filled in with the relevant statutory accounting figures, in order to calculate the financial ratios;</li> <li>- for economic operators required under national law to keep a complete set of accounts: the balance sheet, profit and loss account and annexes for the last financial year for which the accounts were closed;</li> <li>- for economic operators required under national law to keep a simplified set of accounts : the statement of expenditure and revenue and the extract containing the assets and liabilities of the last financial year for which accounts were closed.</li> <li>- an audit report produced by an approved external auditor certifying the accounts for the last financial year available.</li> </ul> <p><i>2.1.1 FINANCIAL CAPACITY OF THE APPLICANT</i>  <i>The applicant must show that it has sufficient and stable sources of funding to carry out the project throughout the entire period for which the action is planned, or the year for which the operating grant is awarded and to participate in its funding. The indicators refer to the last financial years for which accounts have been closed.</i></p> <p><i>Please fill in the annex 1 "Economic and Financial Capacity Analysis Form". The financial capacity will be assessed based on the following methodology:</i>  <a href="http://ec.europa.eu/dgs/education_culture/calls/evaluation-grants_en.htm">http://ec.europa.eu/dgs/education_culture/calls/evaluation-grants_en.htm</a>.</p>
<p>Question 4:</p>	<p><b>1. If a consortium of organisations wishes to apply for this call, do all the partners need to submit the supporting</b></p>

	<p><b>documents for financial capacity (as per art. 10.1 Financial Capacity, page 11 of the call guidelines), or does only the lead applicant provide these?</b></p> <p><b>2. In some countries, an external audit report is not mandatory for not-for-profit organisations. If these organisations are part of the consortium applying, what documents would they need to provide instead of the audit report.</b></p> <p><b>3. The declaration by the applicant in the application form is tailored only for the lead applicant. Does this declaration need to be filled in by all partners of the consortium or just the lead?</b></p>
<b>Answer</b>	<p>1. In the event of an application grouping several applicants (consortium), all of them have to submit the supporting documents necessary for assessing their financial capacity.</p> <p>2. The obligation to provide an audit report produced by an external approved auditor where the application concerns grants for an action for which the amount exceeds EUR 750.000 is imposed by the Rules of Application of the Financial Regulation, irrespective if this kind of report is mandatory (by statute or by law) or not for certain organisations. However, the same legal act provides that the authorising officer responsible may, depending on a risk assessment, waive the obligation of audit report for education and training establishments and, in case of agreements with a number of beneficiaries, beneficiaries who have accepted joint and several liabilities or who do not bear any financial responsibility. The obligation to provide an audit report is also not applicable to public bodies and international organisations.</p> <p>3. As the template of the declaration on honour states, this declaration regards all the applicants and is to be signed by the person authorised to represent the consortium only.</p>
Question 5:	<p><b>Would it be accepted to send, additionally to all the required documents, a "free format" project description, or would that type of document disqualify our proposal?</b></p>
<b>Answer</b>	<p>Except for the documents that have to be filled in according to the templates provided, there is no restriction in submitting the technical proposal in the format the tenderer prefers.</p>
Question 6:	<p><b>Could you please confirm whether the management declaration and the certificate from the local tax office would be considered valid to replace the audit report for small not-for-profit organisation?</b></p>
<b>Answer</b>	<p>In the case of a multi-beneficiary grant agreement, the audit report is to be submitted only by those beneficiaries for which the amount of their portion of a grant exceeds EUR 750 000.</p>

<p><b>Question 7:</b></p>	<p><b>One of the supporting documents required from all partners applying for this call is "a description of the technical equipment, tools or facilities and patents at the disposal of the applicant". Could you clarify what that is? What type of documents do we have to provide for this? What type of equipments/tools/facilities/patents should be included in this list?</b></p>
<p><b>Answer</b></p>	<p>By "description of the technical equipment, tools or facilities and patents at the disposal of the applicant" what is meant is a simple description of what is available in terms of relevance to this call. If the applicant already disposes of tools relevant to this call, for example websites, manuals, mappings, studies, templates, electronic or other tools, as well as other facilities, these should be listed in a simple descriptive document.</p> <p>In accordance with the special and general conditions of the grant agreement ON USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS), the applicant has to clarify its IPR status (i.e. if it is owned by the applicant and if it can freely be used for the purpose of the present call).</p>
<p><b>Question 8:</b></p>	<p><b>1. You are providing the documents for the call in French, German and English. Is it possible to deliver the application in all those three languages? Is English preferred?</b></p> <p><b>2. As a public university of applied sciences, we can state the financial capacity only through extracts from our governmental accounting system, which doesn't allow to show a balance sheet as in a company. In Annex 2 (Economic and Financial Capacity Form) we are not able - even using the simplified sheet - to fill out the "Total assets" section ("Claims due in less than a year" and "cash in hand and bank funds"). How can we deal with this situation?</b></p> <p><b>3. Is there also a possibility to get help from one of the national Creative Europe Desks and to have a person to whom we could phone?</b></p>
<p><b>Answer</b></p>	<p>1. The offers may be submitted in any EU language. There are no restrictions as to the language of submission of tenders. Please note that in case that the evaluators do not speak the EU language in which the tender is submitted, then the evaluation will be carried out on the basis of a translation of the tender. Time spent on obtaining translations has as effect that the evaluation process might last longer.</p> <p>Submitting a tender in one language only is sufficient.</p> <p>2. In accordance with Article 131 of the FR "the verification of financial capacity shall not apply to natural persons in receipt of scholarships, to natural persons most in need and in receipt of direct support, to public bodies or international organizations".</p>

	<p>This is also mentioned in the methodology. Reference: <a href="http://ec.europa.eu/dgs/education_culture/calls/grants/methodology_en.pdf">http://ec.europa.eu/dgs/education_culture/calls/grants/methodology_en.pdf</a></p> <p>3. This is a call for tenders launched by the European Commission. In this respect, all the official enquiries related to it should be transmitted to the functional mailbox provided in the invitation to tender, which is as follows: <a href="mailto:EAC-CREATIVE-HUBS-2015@ec.europa.eu">EAC-CREATIVE-HUBS-2015@ec.europa.eu</a></p> <p>The Creative Europe Desk in Germany may provide useful information on the Programme Creative Europe and general guidelines on how to apply to EU projects.  <a href="http://www.ccp-deutschland.de/">http://www.ccp-deutschland.de/</a></p>
<b>Question 9</b>	<b>In the Grant Application Form on page 4 chapter 2 you ask questions about "Bank details" they refer to attachment Bank Account Form (BAF), please can you me explain me where I can find that form?</b>
<b>Answer</b>	The bank account forms can be found here: <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm</a>
<b>Question 10</b>	<p><b>We are working on a proposal with a consortium composed by several companies and an also an ASBL. I was wondering how to pay the members of the ASBL for the actions they will carry on for the project. The ASBL is an association of co-working spaces and his members are all entrepreneurs and they don't receive a salary for the work they do for the assembly.</b></p> <p><b>Is their cost considered as eligible direct cost as the cost of personnel?</b></p>
<b>Answer</b>	<p>Paragraph Eligible costs in section 13.2 Funding Forms of the guidelines of the call EAC/S08/2015 states that:</p> <p><i>" The eligible direct costs for the action are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as :the costs of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the applicant's usual policy on remuneration. Those costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used;"</i></p> <p>Given that the members of the ASBL which would be part of the Consortium are not under an employment contract and do not receive a salary, an equivalent appointing act assigned to the action has to be issued in order that the work for the action is</p>

	<p>recognized as eligible cost.                  This is an act that should describe the tasks to be carried out and which could be assimilated to an employment contract following national legislation.</p>
<b>Question 11</b>	<p><b>1. Is it allowed to bring in working hours of professors as an own contribution?</b></p> <p><b>2. To what extent are those costs accepted (100% or less?)</b></p> <p><b>3. Is it allowed to display other costs, like rents for rooms, computer/server capacity of the university?</b></p> <p><b>4. To what extent are those costs accepted (100% or less?)</b></p>
<b>Answer</b>	<p>1. Working hours of staff employed by the beneficiary organisation will be considered as eligible staff cost (direct cost) that should be justified by real salary and real number of hours worked on the implementation of the grant agreement.                  The eligibility criteria of direct costs is clearly set out in section 13.2. Funding forms. Staff costs incurred by the beneficiary organisation may be taken into consideration as eligible cost and thus not as own contribution.                  Contributions-in-kind are not eligible expense.</p> <p>2. As per Section 6 of the Call, the financial contribution from the Commission cannot exceed 80% of the total eligible costs.</p> <p>3. As per page 16 Eligible indirect costs (overheads) of the call:                  A flat-rate amount of 7% of the total eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary's general administrative costs (eligible indirect costs or overheads) which can be regarded as chargeable to the action/project.                  Indirect costs may not include costs entered under another budget heading.</p> <p>4. As per Section 6 of the Call, the financial contribution from the Commission cannot exceed 80% of the total eligible costs.</p>
<b>Question 12</b>	<b>Does annex IV have to be included if the amount does not exceed € 750.000?</b>
<b>Answer</b>	<p>The certificate on financial statement (Annex IV - part I and II) refers to the implementation of the project and is not needed at this stage. This is compulsory for interim payments and for payment of the balance if the conditions in art. 207 par. 3 RAP are met. For the assessment of the financial capacity, only the documents referred to in point 10.1 of the Call for proposals are required.</p>
<b>Question 13</b>	<p><b>We are working on a proposal with a consortium composed by several companies and an also an ASBL.</b></p> <p><b>1. How will I report on the work of these people? Do I need just timesheets?</b></p>

	<b>2. How can I demonstrate the financial viability of the ASBL if all the work has been done on voluntary basis and the only income is the annual fee that we ask to members?</b>
<b>Answer</b>	<p>1. Yes, documents (e.g. timesheets) will prove the amount of work and this is a necessary condition for the eligibility of the cost of personnel.</p> <p>2. The documents requested section <i>10.1 Financial capacity</i> of the Call for proposals for assessing the financial capacity have to be provided and the evaluation committee will then decide on the basis of these documents on the financial capacity of the organisation according to the methodology published on DG EAC website <a href="http://ec.europa.eu/dgs/education_culture/calls/evaluation-grants_en.htm">http://ec.europa.eu/dgs/education_culture/calls/evaluation-grants_en.htm</a>.</p>