

# Call for Proposals EAC/42/2010 - European Policy Network on School Leadership

## Questions and Answers

- Q1 *We need some clarification about the role of two countries: Switzerland and Israel. What kind of partnership can be done?*
- A1 Article 5.2 of the Terms of reference states that “Applications from legal entities established in countries participating in the Lifelong Learning Programme are eligible”. Neither Switzerland nor Israel currently take part in the Lifelong Learning programme; organisations from these countries are therefore not eligible.
- Q2 *The application refers to a “letter of commitment” to the project from each partner organisation. It is not clear if there is a specific form to use, and if it must be original, or a scanned version is acceptable (at least at a first moment).*
- A2 Article 5.1 of the Terms of reference states that “Applicants must submit letters from partner organisations confirming their participation (original signatures required).”
- A scanned version of the signed letter may be submitted with the application form, but the original signed letter must be submitted before any contract can be signed. There is no specific form to use.
- Q3 *As it is very difficult to look for a big partnership in a very short time, do you know if some network is looking for more partners or do you have the list of partnership that won last years the call of proposal (if it was published last year) or do you have a ‘search on line’.*
- A3 The Commission regrets that it cannot offer assistance to find partners.
- Q4 *Is a vocational school that is a private and non-profit organisation an eligible applicant?*
- A4 Chapter 5 of the Terms of Reference sets out the criteria for organisations to be eligible. It also gives detailed information on how each organisation has to prove their eligibility.
- Q5 *Will the full amount of the EU grant be transferred to the organisation or will it be directly distributed among partners according to the budget?*
- A5 Grants are paid to the coordinating organisation (the applicant), which is responsible for making the appropriate payments to partner organisations.

Q6 *I understand that the 25% of co-funding can be distributed among partners. In order to provide “an explicit undertaking from each co-financing organisation” would a letter from the partners stating their contribution to the co-funding be valid?*

A6 - The Application Form (VI) states:

“Please supply a letter of commitment to this project from each partner organisation.”

The Terms of Reference (5.1) state that:

“Applicants must submit letters from partner organisations confirming their participation (original signatures required)”

The Terms of reference (section 10) also state that:

"The beneficiary shall supply evidence of the co-financing provided, either by way of own resources, or in the form of financial transfers from third parties. The applicants shall provide an explicit undertaking from each co-financing organisation to provide the amount of funding stated in the grant application for the operation."

It is therefore appropriate for each partner organisation to include, in its letter of commitment to the project, an explicit undertaking to provide the amount of funding stated in the grant application for the operation.

Q7 *Concerning point 1 on the checklist in the application form (page 4) information on the applicant organisation, refers to the 'documents officially establishing the applicant organisation, together with any subsequent amendments. This/these document(s) must mention the full legal title, the official registered number, the official registered address, the date and place of registration of the applicant organisation'. How do these differ from the legal entity form?*

A7 Concerning ‘documents establishing the applicant organisation’, section 5.1 of the Terms of Reference provides examples such as:

- “the applicant organisation’s articles of association and official certificate of legal registration”,
- “legal resolution or decision established in respect of the public company, or other official document established for the public-law entity”.

The legal entity form is merely a form via which organisations provide certain information to the Commission in a standard format.

Q8 *I unbound and 3 additional copies of the application are requested. Do all of these have to have original signatures throughout or is one original copy and three photocopies acceptable?*

A8 One original and three copies is acceptable.

Q9 *Is it strictly necessary to have a network of 20 countries at the start of the programme?*

A9 Yes.

*Q10 Which are the eligible countries? In the document the following is written: Applications from legal entities established in countries participating in the Lifelong Learning Programme are eligible.*

A10 The eligible countries are:

- the 27 EU Member States
- Iceland, Liechtenstein, Norway (the "EFTA-EEA countries)
- Turkey
- "Overseas countries and territories" defined by Council Decision 2001/822/EC:
  - — Greenland
  - — New Caledonia and Dependencies
  - — French Polynesia
  - — French Southern and Antarctic Territories
  - — Wallis and Futuna Islands
  - — Mayotte
  - — St Pierre and Miquelon
  - — Aruba
  - — Netherlands Antilles
  - — Anguilla
  - — Cayman Islands
  - — Falkland Islands
  - — South Georgia and the South Sandwich Islands
  - — Montserrat
  - — Pitcairn
  - — Saint Helena, Ascension Island, Tristan da Cunha
  - — British Antarctic Territory
  - — British Indian Ocean Territory
  - — Turks and Caicos Islands
  - — British Virgin Islands

*Q11 The requirements state that the ceiling for Community co-financing is set at 75% of total costs. Do all partners have to provide co-funding of 25% or is this a total figure for the project which can be distributed throughout the proposed network as we decide?*

A11 Co-funding can be provided by the partner organisations in any proportion agreed by the partnership.

*Q12 I am seeking clarification around the Budget available: The financial contribution from the Commission cannot exceed 75 % of the total costs. What does this mean in practice?*

A12 This means that a partnership must estimate how much money it will need to undertake the eligible activities in its proposed work programme in 2011; of this total, the Commission will pay three quarters; the remaining quarter has to be found by the partnership.

*Q13 Under point 2.1 Objectives it is stated that: "The network should take the form of a partnership of organisations in participating countries, of which one will take the lead and act as partnership manager. At least 20 countries participating in the Lifelong*

*Learning Programme should be represented in the network. Within each country, one organisation will coordinate the contributions to the Network of all the organisations in that country.”*

*In our understanding this means that the involvement of more institutions from one country is expected. However, if on average 5 institutions are involved from each of the minimum 20 countries that means 100 partner organisations must be listed in the application form. It seems to make more sense to involve one institution from each country which will lead the national network. In this case shall we provide information on the members of the national consortium? If, yes in what part of the proposal shall we provide the information about the national network?*

A13 The involvement of more than one organisation from each country is *possible*; it is not *required*.

You must provide information on each partner organisation, as stated in the Application Form.

*Q14 Is it strictly necessary to have a network of **20** countries **at the start** of the programme?*

A14 Yes.

*Q 15 Will the European Commission reconsider the deadline for submission of project proposals for this call and extend it for a couple of weeks?*

A 15 The Commission regrets that this is not possible. The deadline remains 15 October 2010 (date of postmark).