



FREQUENTLY ASKED QUESTIONS ON 2007 CALL FOR PROPOSALS FOR NGO
OPERATING GRANTS UNDER LIFE+

- Question:** On page 10 of the Grant application guide, in the format of electronic files allowed, only "word" and "excel" are mentioned. But it may be in some cases that a file only exists in pdf (if scanned). Is this allowed too ?
Answer: Yes, PDF is also allowed
- Question:** How do we deal with other income from the EU budget, such as a project grant?
Answer: Any activities financed by other EU sources must be excluded from the work programme and the budget. It should be mentioned in form A9.
- Question:** In form F2, do we need to give a breakdown by person or are more general categories possible?
Answer: The breakdown should be by category.
- Question:** Are we allowed to include any extra-legal costs (pension plan, extra sickness insurance, and lunch checks) in the personnel costs?
Answer: You can include any costs that are included in the employment contract and which are in line with your usual policy on remuneration.
- Question:** In form A8, we should normally gather signatures from all co-financers (one per form). However, at this stage, we don't have the confirmed commitments at this stage. Can we send unsigned co-financing forms?
Answer: At this stage it is OK to have unsigned co-financer commitments, but before signing a grant agreement the Commission must see proof of co-financing, normally copies of contracts or signed letters of intent from donors.
- Question:** In Form A9 do we have to mention only the grants for which we were main beneficiary, or also the grants in which we were partner?
Answer: You have to include all EU contribution that will go through your accounts.
- Question:** In form A9, for the question: "Have you already benefited from previous co-financing from DG environment operating grant", how many years back do we have to take into account here?
Answer: You have to include any EU contribution you have received since 2002.
- Question:** In form A9, for the question "Have you already benefited from other EC financing? (grants, procurements or loans), what is the detail expected here?

Answer: You have to inform us of the form of financing, the year of attribution, the reference of the financing and the amount. This information should be provided for any funding received since 2002

Question: If our member organization bring in own funding to the work programme of the network, must these funds be transferred to the beneficiary's account?

Answer: No, members can benefit from the financial contribution of the Commission as stipulated in the agreement between members and beneficiary. Members shall maintain up-to-date books of account, in accordance with the normal accounting conventions imposed on them by law and existing regulations. They shall keep all appropriate supporting documentation for all expenditure, income and revenue of the work programme as reported to the Commission by the beneficiary, such as invoices, time sheets and the documents used for the calculation of the overheads. This documentation shall be clear, precise and effective.

Members have the obligation to provide the beneficiary, in charge of the technical and financial reporting to the Commission, with all necessary documents required for this activity.

Question: One of our co-financers has filled out the form electronically and added a digital signature. Please let me know whether this is acceptable?

Answer: At this stage it is OK to have digitally signed co-financer commitments, but before signing a grant agreement the Commission must see proof of co-financing, normally copies of contracts or signed letters of intent from donors.

Question: The instructions for completing the grant application state that the forms should not be completed by hand. The legal entities and the banking forms are impossible to complete electronically. Is it acceptable to complete those two forms by hand?

Answer: Yes these two forms must be filled out by hand.

Question: In Form FO: what exactly do you mean by contributions of applicant?

Answer: Contribution of applicant just means the financial contribution to the work programmes from your account that is not directly linked to an external co-funder. This could be membership fees, reserves etc

Question: Once the grant agreement has been signed, is there any flexibility in case the distribution of actual expenditure between budgetary items is different from the foreseen budget?

Answer: Once the grant agreement has been signed there will be two forms of flexibility. The first is that during the grant year, normally at least two months before the end of the year, the beneficiary can ask for an amendment that would shift amounts between items on the budget, provided that this does not fundamentally change the nature of the work programme. The second is that you can adjust the budget by less than 20% of the amount of each item and just inform the Commission.