

## **Call for Proposals: European Centre for Press and Media Freedom (ECPMF2013)**

### **Clarifications**

#### **Question 1**

I would like to apply to a tender announced by European Centre for Press and Media Freedom (ECPMF 2013). Therefore, can you kindly explain further some details, as follows. According to the Terms of Reference, applicant organization should provide 30% of resources independently from this fund, defined as “contributions in kind”, “eligible direct costs”, “ineligible costs” and so on.

Since I can provide these funds solely after program development, and deadline is rather short, can you inform me do I have to provide evidence of additional financing immediately or it's enough to indicate who might be the source of additional financing

#### **Answer to question 1**

Please be informed that you are allowed to submit your proposal with information on the possibility of receiving additional funding for the project as required by the call. At the same time, should your proposal be selected, you would be required to provide supporting evidence of co-financing.

#### **Question 2**

I am writing in relation to the recent call for proposals for the European Centre for Press and Media Freedom. This is a much-needed and significant call and I just wondered whether the Directorate had a view on the preferred scope for proposals -- whether they should be plans of action for single member states or for collaborative projects between different member states.

#### **Answer to question 2**

According to the text of the call, the award will depend, among other things, on the geographical coverage including the number of Member States where journalistic activities addressed by the proposed actions would be covered.

#### **Question 3**

On page 10, under the headline “eligible costs” as well as on the following page 11 under the headline “non-eligible costs” states that the VAT are not eligible.

We would like to know, how to calculate this in case of a private non-profit entity - a foundation, which is excluded from paying VAT. Are the costs in the budget supposed to be in prices without VAT or in general market prices? From other proposals we know that this rule does not concern entities excluded from paying VAT (such as a foundation). The accountancy of such budgets is generally done on the basis BRUTTO = NETTO.

We are therefore not sure, why in the case of this call, the reimbursement of taxes shall not be possible or why we shall not possible, e.g. why we shall not calculate costs in the form of market prices

#### **Answer to question 3**

Please be informed that VAT shall be excluded from eligible costs, no matter the status of the beneficiary. Therefore, a potential beneficiary is expected to bear VAT. It also means that VAT shall not be included in the co-financing share.

#### **Question 4**

Within the European Programs, there are often differences between what exactly can be considered indirect costs. Out of the following items, which can be under the proposal call ECPMF2013 considered as indirect costs?

- a) Telecommunication infrastructure development costs
- b) Software purchase
- c) Telecommunication costs
- d) Facility rent (rooms)

- e) Rents for Telecommunication technology (which will be used in the rented rooms)
- f) Postage

#### **Answer to question 4**

In accordance with art. II.19.3 of the model grant agreement, "Indirect costs" of the action are those costs which are not specific costs directly linked to the implementation of the action and can therefore not be attributed directly to it. They may not include any costs identifiable or declared as eligible direct costs.

This call foresees a flat-rate amount of 7% of the total eligible direct costs to cover the indirect costs.

#### **Question 5**

How shall we handle the costs of Technology and Equipment that is necessary to be purchased for the purpose of the Media & Press Center development? Shall we simply calculate the total costs of their purchase? Example: The costs of a table is 300 EUR -> the purchase costs of 300EUR are in total inserted into the budget, right?

#### **Answer to question 5**

Equipment should be budgeted in accordance with standard applicable depreciation mechanisms. If your standard accounting practice foresees the writing off of low-value furniture (a 300 EUR table for instance), then the full costs can be budgeted. Otherwise only the depreciation part corresponding to the project period can be claimed.

#### **Question 6**

What services connected to the project management (financial assistance, project management, ...) can be done solely by the applicant?

(In other words, are there any services that cannot be outsourced for the purpose of the management of this project?)

#### **Answer to question 6**

Management of the project is considered to be a core task and should not be subcontracted. Subcontracting should be limited to non-core elements requiring specific expertise or equipment that is not available within the contractor's organisation.

#### **Question 7**

Where I can find annex Legal Entity Form and Bank Account Form, are the the same of the other call?

#### **Answer to question 7**

The Legal Entity Form and the Bank Account Form can be found at the Commission's website:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

[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)

#### **Question 8**

Entities such as University or School of Journalism are eligible such as simple partner and not like applicants? Is there a particular form for partner that want be applicants?

#### **Answer to question 8**

Application may be submitted by one applicant, whether established specifically or not for the action, provided that 1) it is formed of one or several legal entities, all of which complying with the eligibility, non-exclusion and selection criteria set out in this call for proposals, and implementing together the proposed action 2) the application identifies the said entities. You may find all necessary details concerning eligibility, non-exclusion and selection criteria in text of the call.

#### **Question 9**

Paying by instalments is compliant with [EU country] fiscal law, is this compliant with ECPMF2013 Criterias too?

**Answer to question 9**

Payment terms are laid down in article I.4 of the model grant agreement available with the text of the call on our website ( <http://ec.europa.eu/digital-agenda/en/news/european-centre-press-and-media-freedom-ecpmf2013>)

**Question 10**

Geographical cover criteria will count just applicants from different member States or will count the effective coverage of the action?

**Answer to question 10**

The territorial scope covered by the actions to be undertaken within the project includes the EU28 and the Candidate countries. At the same time, only applications from legal entities established in the EU Member States are eligible

**Question 11**

Is there any obligation on the number of applicants for a proposal (ex. more than one)?

**Answer to question 11**

The Call for proposals does not impose any specific requirement on the number of applicants for a given proposal. Applicants are individually subject to eligibility criteria and should collectively demonstrate their capacity to implement the proposed actions.

**Question 12**

Within the project application, to what extent are we limited in activities' impact overlap also into other, non-EU countries? We are planning to set up an institute based in an EU country, the initial partners as well as employees would be in the EU, however, the activities are planned to be extended also to non-EU countries. How shall we handle this in the budget? Do we have to expel these activities from our plan or part the budget and only request partial backing of the budget?

Example: Rent of offices where 75% of activities are organised on behalf of EU and candidate countries and 25% of activities reach third countries.

Are we then eligible to ask only for 75% of these costs, even though the rooms are a necessary condition for this activity regardless of whether it is on behalf of activities in the EU or third countries?

Or, would it be simply possible to put the full costs of such items (rent of rooms) into the budget and consider activities spilling over to non-eligible countries simply as an additional function on the top of the activities organised within EU and candidate countries?

**Answer to question 12**

The project targets the EU Member States and the Candidate Countries. Certain international actions may be included in the project if they ultimately contribute to the initial ideas of the project. Therefore, in the case of renting a place for an institute which would mostly focus on the EU Member States and the Candidate Countries, the project may cover in principle such costs.

**Question 13**

Source: Project Application Form: Page 13, section IV.2.1

Does the required documentation concern this project or generally funding provided for other previous projects?

**Answer to question 13**

The applicants should provide information if they have been already received confirmation relating to any external funding for this particular action

**Question 14**

Source: Project Application Form: Page 8: section II. 2.2

In what form is the statement of guarantees provided by one or more third parties supposed to be submitted?

(Is there a table missing in the application form or shall we submit it as an Annex? Shall we provide a by us written document / officially approved document / copy of an official document/...?)

**Answer to question 14**

No particular form of demonstration of guarantees is required at this stage. However, should any entity (-ies) be selected, they may be required to present supporting evidence.

**Question 15**

Source: Project Application Form: Page 18

The 6th line of the checklist talks about the three following documents:

- statement for banks
- tax declaration
- professional risk indemnity insurance documentation

Which of these documents are applicable for what kind of applicants?

**Answer to question 15**

Appropriate statement from banks or tax declaration or evidence of professional risk indemnity insurance are to be provided for natural person (please see page 7 of the Application Form)

**Question 16**

Source: Call for Proposal, in-kind contributions, pages 7, 8, 9

In-kind contribution - in the Call Proposal, page 7, the in-kind contributions are described as a part of co-financing from third parties, the same is written on page 8. Page 9 states that in-kind contributions are among non-eligible costs and thus cannot be covered by the EU. However, they shall still be presented in the budget (as to p.9) and thus in the section of co-financing (covered by external resources), its cost shall be given by its estimated value.

-> Consequently, in-kind contributions can be a part of the budget but cannot be in the section of costs to be covered by the EU?

Is this right the understanding of how to handle in-kind contributions within the budget?

**Answer to question 16**

In-kind contributions should be included in the budget but they cannot be covered by the funding provided by the project on a European Centre for Press and Media Freedom

**Question 17**

I write on behalf [name of the entity], [EU Member State] association engaged on free speech protection and promotion.

We are very interested on your call for proposal in object but we have not the status of legal person according to [EU Member State] law.

We are a legal entity and we have a vat code, a fiscal registration and a bank account.

Are we eligible as applicant?

We need to obtain - we can with a very long administrative proceeding - the status of legal person?  
If we need the status of legal person we have to obtain before the deadline for the application  
(wouldn't be possible for us) or also after?

**Answer to question 17**

Please be informed that the Call allows for the participation of different types of entities. According to Section 6 of the Call, entities without legal personality are also eligible if they can present documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf

**Question 18**

We are preparing an application and I just wanted to know what you were expecting in terms of length for the key description of the action (section III of the application form mainly, pg. 9 and 10).

**Answer to question 18**

Please be informed that the Call does not determine the length for the key description of the action, provided that the description is sufficiently detailed and well structured.

**Question 19**

We would be most grateful if you could confirm that the grant received by [name of the institution] in the past years: Decision number [xxx] and the one we are currently running: [xxx] do not represent a conflict vis-à-vis the statements of Annex V and that [name of the institution] can legally participate in the call for proposal.

**Answer to question 19**

Please be informed that according to the financial rules applicable to the general budget of the Union, an action may only receive one grant from the EU budget. However, the grants referred to in the question are covering different actions and are therefore not conflicting with this pilot project.

Beneficiaries must keep supporting evidences, such as time sheets and invoices, for all costs claimed under each particular action. At the same time, organisations that are beneficiaries of operating grants should ensure that no costs covered by the operating grants will be claimed under this particular action. This would in most cases lead to the exclusion of indirect costs.

**Question 20**

With regard to the call for proposal in subject, we would be most grateful if you could clarify whether the Annex V should be filled in and sign only by the coordinator who will submit the proposal or by each of the applicant present in the proposal as member of a Consortium.

In fact, point 7.3 of the call for proposal states the following:

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in articles 106(1) and 107 to 109, filling in the relevant form attached to the application form accompanying the call for proposals and available at <https://ec.europa.eu/digital-agenda/en/newsroom/all/1374>.

However, Annex V states among other things the following:

authorised to represent the consortium, hereby requests from the Commission a grant of EUR ..... with a view to implementing the action on the terms laid down in this application.

I certify that the information contained in this application is correct and complete and that none of the applicants has received any other Union funding to carry out the action that is the subject of this grant application

**Answer to question 20**

Annex V has to be filled in and signed by the coordinator. Additionally, you need to present a letter of mandate as a separate document as foreseen by Section 6.1 of the Call.

**Question 21**

Is it possible the participation of an applicant with no budget? In this what will be the form to be filled?

**Answer to question 21**

We would advise presenting a letter of support from such entity

**Question 22**

Is there any specific guide for applicant for this call? If not which one I can use?

**Answer to question 22**

Guidance for applicants has been embedded in the call text and application forms. These can be found at <http://ec.europa.eu/digital-agenda/en/news/european-centre-press-and-media-freedom-ecpmf2013>

**Question 23**

I'm working on a project to submit to ECPMF2013, and my team has having some difficulties to understand which documents need to be submitted by all the members of the consortium and the documents that are only related to the applicant/coordinator. Our problem is due to the using of different words in different documents, for an instance, the call for proposal mentions "legal entities" that are represented by "one applicant" but in the application form they consider several applicants, together as a consortium.

Could you please clarify that and tell me exactly what documents are needed from all the involved entities?

**Answer to question 23**

According to the text of the Call, the following documents must be submitted:

- 1) for consortium, its members will submit letters confirming their participation to the project
- 2) each single member of a consortium must also submit relevant documents conforming their legal status in accordance to Section 6.1 of the Call.

In such case, a consortium is treated as one applicant. Such applicant may participate in a call if 1) it is formed of one or several legal entities, all of which complying with the eligibility, non-exclusion and selection criteria set out in this call for proposals, and implementing together the proposed action and 2) the application identifies the said entities

**Question 24**

In the Call for proposal, page 3/13 is stated that „The territorial scope covered includes the EU28 and the candidate countries“.

a) How shall we proceed within activities, and their costs, in the case when we, on behalf of this project, contract an endangered Journalist from a non-EU country for a period of time that belongs under this project period? Is it allowed to involve only endangered journalists from an EU-country into this project? Is hosting a journalist for the time being within the project and an eligible activity within this project and thus are we allowed to include the costs of this journalist into the budget, or the costs for this journalist from a non-EU country cannot be included in the budget?

b) How shall we proceed in case of a conference participation costs when we invite a journalist from a non-EU country? Are the costs connected to their participation eligible to be calculated under this project?

c) How do we proceed in the case when a journalist from an EU-country travels to a non-EU country (not even a non-EU-candidate, ex. [name of the country])? Are the expenses connected to this activity eligible for this project? Please note, this activity would be directly connected to our project though not directly in this case happening on the ground of an EU-country

d) How do we proceed in the case of a purchase of a table for an employee who is partially employed in an EU-country but partially works in a non-EU country? Can we include the full price of this table into our budget? (Please note, the time this employee works at this table is directly connected to the project) Or do we have to split the costs of this table according to the working hours to be spent at this table for the purpose of this project on behalf of EU-countries related issues?

e) How do we proceed in the case of expenses for employees who would be employed for the purpose of this project but would also contribute to the parts of this overall project in its sections that go beyond the scope of this application? (We are requesting support for development of an EU-related part of this whole project, however, the employees would be involved in both. Do we have to split also the costs of their work according to working hours spent on the EU-related activities or it is not necessary to split it?

#### **Answer to question 24**

The territorial scope covered includes the EU28 and the candidate countries. Therefore, any activities within the project should aim at helping journalists established within the EU28 or in the candidate countries. Costs related to activities outside the EU can be included only exceptionally, if they have a direct relevance to the main objective of the project. For instance, you can invite a journalist from outside the EU for a conference only if you can prove that this would benefit the main aim of the project, namely providing practical support to journalists established within the EU28 or in the candidate countries. In case of shared costs (table or salaries), only the share dedicated to implement activities directly covered under this call would be eligible.

#### **Question 25**

Eligibility of full equipment costs under “special conditions”

Article II.19.2, section (c), states: „Only the portion of the equipment's depreciation, rental or lease costs corresponding to the period set out in Article I.2.2 and the rate of actual use for the purposes of the action may be taken into account. By way of exception, the Special Conditions may provide for the eligibility of the full cost of purchase of equipment, where justified by the nature of the action and the context of the use of the equipment or assets;”

How do we define the “special conditions”? Do you consider such special conditions to be present in the case of Development of a new Media and Press freedom center (the presence of which goes beyond the time period of the project activity)? Due to the fact that the costs requested are designated to the purpose of a construction of a new European Center, in accordance with the priorities and aims expressed by the European Commission as well as the EP, we consider these as “special conditions” and therefore we also believe that the costs for such equipment purchased for this purpose could be calculated in its full price. Do you share our opinion?

#### **Answer to question 25**

The definition of special costs should be subject to negotiations with entity (-ies) selected during the call in order to be included in the grant agreement. This call does not foresee any special conditions and standard depreciation rules are fully applicable.

#### **Question 26**

Eligibility of VAT costs for an institution that is NOT EXEMPTED from paying VAT

In the Grant agreement, p.26, Section II.19.2 (h), Headline “Eligible direct costs”, it is states that prices in the budget might include VAT. Refer to the text: “duties, taxes and charges paid by the beneficiary,

notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the Agreement.”

In the Grant agreement, p. 27, Section II.19 (k), Headline “Ineligible costs”, states that the VAT is not eligible in case that the beneficiary is exempted from paying VAT.

In our case, as a [name of the EU country] foundation, we do have to pay VAT (are not exempted from paying VAT). For that reason, we consider including the prices in the budget including VAT as appropriate. Our organizational status does not allow us to request VAT recovery from the [name of the EU country] Tax Office.

Is it then correct to indicate prices in the budget in their price together with VAT?

**Answer to question 26**

The price should be indicated without deductible VAT. Non-deductible vat can be included as part of eligible direct costs.

**Question 27**

My organisation is planning to apply to the call ECPMF2013 in partnership with other entities. One of them is a natural person possessing what we consider to be important assets for a quality proposal.

Here are our questions: can that person be considered as an individual 'affiliated entity' therefore rightfully be part of the Applicant? What documents are needed for that person to qualify? Are her CV, ID and tax declaration sufficient?

**Answer to question 27**

Please be informed that an individual may be considered as an individual affiliated entity in accordance to Section 6.1 of the Call. In such case, a photocopy of identity card and/or passport must be demonstrated. As foreseen under Section 8.2 of the Call, a curriculum vitae should be provided to demonstrate the operational capacity of the applicants. In addition, natural persons should submit letters confirming their participation to the project as any other member of the consortium.

**Question 28**

Referring to my mail of [about the potential participation of an applicant with no budget] do you mean that just a signed letter from the partner will be enough? do we need the "Legal Entity Form" signed for any of these partners?

**Answer to question 28**

In such case, a signed letter from the partner would be enough and the legal entity form is not required.

**Question 29**

We, as an applicant / coordinator of this project, would in result of receiving support from the European Commission set up a new organization with its independent legal personality, [name of the organisation] (further only [X]). This organization shall after its establishment stand as an independent body.

- According to the rules of the Commission, is it possible that we (as an applicant and from the newly established [X] independent body) spend resources from the budget provided by the European Commission on activities of the newly established [X] for which this proposal is written?
- Is it possible that the newly established [X], as an independent legal personality, releases contracts on its name and covers its expenses from the budget provided for the purpose of this project also on its name?



- Can the employees who are planned to work for this [X] then immediately become employed and paid by the [X] (from the budget provided by the Commission)?

The eventual goal responding to the Call (ECPMF2013) is the independently standing [X]. Already in the starting phase of its existence, we stand for an extensive independence of this [X], regardless whether in its activities, personnel or its financial position.

- In other words, is it possible that the financial support is eventually used by two end-beneficiaries, us, as an applicant and consequently also by the [X] itself?

- With response to the information described above, it is apparent that the [X] would partially stand as an additional end-beneficiary of the financial support provided from the Commission. Is this allowed? How shall we include this fact into the budget planning?

- (In other words, is it already now necessary to differentiate which legal personality, whether us, as applicants, or the [X] itself, would be withdrawing financial resources for the activities connected to the whole project?)

We, as applicants within this call, would naturally stand as an initiator and establisher of this [X]. With response to this fact, we would also keep our positions in the relevant organizational bodies (CEO, Monitoring Committee, Steering Committee,...).

#### **Answer to question 29**

The grant agreement would have to be concluded between the European Commission and the coordinator of the project. Already at this stage it would have to specify the establishment process for a new entity and the share of the project budget that would be allocated at a later stage to this to be created entity. Once established, and under the condition that it fulfils the eligibility requirements for the call, this entity would have to enter the grant agreement by way of a formal amendment and therefore fully endorse the rights and obligations as the beneficiary of an EU grant. Costs incurred by the new entity for implementing tasks in execution of the amended grant agreement might therefore be claimed, provided that they satisfy the eligibility criteria described in the call text and the model grant agreement.

Until this occurs, the coordinator of the project bears alone the full liability for the implementation of the project.

Moreover, please be informed that in case mentioned in your e-mail, [X] would need to follow all the rules and provisions of the contract, including the co-financing. Based on the call, the Commission may reimburse 70% of the eligible costs, which implies that [X] once beneficiary would need to cover 30% of the costs. If [X] is accepted as a beneficiary, it would be necessary to highlight that the 30% co-financing cannot come from the EU funds.

#### **Question 30**

Is there a limit in number of words per paragraph? If so, what is the max number of the words for the entire proposal / and what for the each section?

#### **Answer to question 30**

There is no minimum or maximum number of words determined by the Call, provided that the description is sufficiently detailed and well structured.

#### **Question 31**

Should proposal be written in Application form only, or it may be written in Word as a free form?

#### **Answer to question 31**

Applications shall be submitted on the correct form mentioned in the Call

**Question 32**

Contribution of 30 percent – how NGO can make up those 30 percent? Can it be done through the contribution in kind for the personnel costs, or

NGO should participate with those 30 percent in cash only?

**Answer to question 32**

The EU contribution is in the form of reimbursement. It means that besides an initial pre-financing, the beneficiary will start implementing the project and doing expenses which will be recorded in his accounting books. Then, on the basis of a request for payment when the action has been partly carried out, the beneficiary will ask for the Interim payment, which is intended to cover the beneficiary's expenditure. According to this specific Call, for the purpose of determining the amount due as interim payment, the reimbursement rate to be applied to the eligible costs submitted by the Beneficiary and approved by the Commission shall be 70%. For instance, the costs already paid by the beneficiary for his personnel working on the project will be recorded in his accounting books and will be part of the calculation for the 70% reimbursement of costs. Please take into account that while you are allowed to receive in kind contribution from third parties, it will not be considered as eligible costs. Still, in-kind contribution might be particularly useful to demonstrate the operational capacity.

For more information about co-financing please also check the text of the Call, in particular paragraph 11.1.c and paragraph 11.2.

Regarding co-financing in the call it is specified (paragraph 11.1.c):

"Co-financing means that the resources which are necessary to carry out the action or the work programme may not be entirely provided by the EU grant.

Co-financing of the action or of the work programme may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties.

Co-financing may also take the form of in-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiary or to the consortium. The corresponding costs are not eligible."

Specifically on in kind contribution the call states that (paragraph 11.2):

"The external co-financing may be made up of contributions in kind in order to cover other costs necessary to carry out the project. Such contributions must not exceed:

- either the costs actually borne and duly supported by accounting documents;
- or, in the absence of such documents, the costs generally accepted on the market in question.

In-kind contributions shall be presented separately in the estimated budget to reflect the total resources allocated to the action. Their unit value is evaluated in the provisional budget and shall not be subject to subsequent changes.

In-kind contributions shall comply with national tax and social security rules."

**Question 33**

In the call, it's mentioned that the applicant can be one or several entities, therefore, we would present our application with only one entity (a research center). Nevertheless, the application form and the budget form led us to believe that it's expected to use several entities, i.e., a consortium. Is it possible to apply using only one entity or the project needs to cover different countries, implying more than one entity?

**Answer to question 33**

In accordance with section 6.1 of the Call, applications may be submitted by one applicant, formed of one or several legal entities. However applicants, being formed of a single or more entities, should demonstrate their capacity to cover multiple Member States. As foreseen under section 9 of the Call, applications will be assessed, amongst other criteria, on "the geographical coverage including the number of Member States where journalistic activities addressed by the proposed actions would be covered."

**Question 34**

I have a few questions related to the budget form. in the APPLICANT sheet:

What are the 'Estimated actual eligible costs "(a)?

What are the "Estimated eligible costs declared on the basis of flat rates" (f)?

"Total estimated EU contribution (o)" results from the sum of (i) + (l)+ (m) +(n).

This brings us to believe that it is necessary to fill in both the block ELIGIBLE COSTS Reimbursement and the block SIMPLIFIED FORMS, but it is unclear what the second is and what the difference is between this one and the first one. Would you be so kind to clarify it?

**Answer to question 34**

Please be informed that the estimated actual eligible costs actually incurred by the beneficiary of a grant which meet all the criteria defined by Section 11.2 of the Call under the heading "Eligible costs"

Estimated eligible costs declared on the basis of flat rates are defined by Section 11.2 of the Call under the heading "Eligible indirect costs (overheads)".

You may find the definition of simplified forms (like lump sums, unit costs and flat-rate financing) in the legal acts of the European Union, in particular in the Financial Regulation and its Rules of Application. Please take into account that lump sum and unit costs are not applicable to this Call and flat-rate is only applicable to indirect costs.

Indeed, you are right that it is necessary to fill in both the block ELIGIBLE COSTS Reimbursement and the block SIMPLIFIED FORMS

**Question 35**

The applicant could not type in all they wanted despite the fact that there is no limit on words count.

What they are suppose to do ? Can they attached to the application form an additional sheet of paper , or they need to contact the help desk for the technical problem, or something else?

**Answer to question 35**

There is no limit to words/characters per cell. However, you might have reached the physical limits of a cell, which would prevent the whole text from being displayed.

The form is not locked, so you can insert additional cells/rows as needed, and expand the text over multiple cells

**Question 36**

As documentation of our financial capacity we plan to deliver tax declarations for the two years 2011 and 2012, confirmed by an external acknowledged tax consultant. We therefore assume that further documentation, i.e. profit and loss accounts are unnecessary.

**Answer to question 36**

In accordance with section 8.1 of the Call, the profit and loss accounts, whenever available, are required to demonstrate the financial capacity of the applicants. Otherwise, tax declarations may be useful in demonstrating the financial capacity.

**Question 37**

The tax declarations with the statement from the tax consultant are in [one of the official languages of the EU]. Also the articles of association are in in [one of the official languages of the EU]. Please be so kind as to confirm that is all right with you and we do not need to submit them in English.

**Answer to question 37**

Please also be informed that you may send the documents mentioned by you in [one of the official languages of the EU].

**Question 38**

Activities prior to submission.

No activities taking place before submitting the application are considered eligible costs. What about the costs for submitting the application, such as translating costs, photocopying, fees for assistants? If the invoices for placing the application are generated after submitting the application, are the invoices considered eligible

**Answer to question 38**

Please be informed that activities taking place before submitting the application are not considered as eligible costs, including costs of submitting the application. Also, the costs related to submitting an application cannot be also considered as eligible costs at later stage as they are not related to the implementation of the action or of the work programme which is the subject of the grant.

**Question 39**

Sharing costs.

The team which is realizing the ECPMF project will be working in an office, where another project will be realized that has no EU financing. Do we have to calculate a sharing of the indirect costs? Or can we deliver a budget with the 7% indirect costs and then discuss such details with you if we receive a grant?

Similarly, if personnel works for 8 months 100% for the ECPMF project and the other 4 months 50% for the project, do we have to calculate the budget that way.

**Answer to question 39**

The cost of hiring an office can be included in the flat-rate. If a personnel works for 8 months 100% for the ECPMF project and the other 4 months 50% for the project, you have to calculate the budget exactly in this way to reflect the exact time spent by your staff devoted to the implementation of actions related to the ECPMF.

**Question 40**

The Budget

Are we supposed to fill out just the column B with estimated actual costs and ignore columns C and D?

Because in the model grant agreement, the unit costs and lump sums are described as "not applicable".

## **ARTICLE I.3 - MAXIMUM AMOUNT AND FORM OF THE GRANT**

The grant shall be of a **maximum amount of EUR [...]** and shall take the form of:

(a) The reimbursement of 70% of the eligible costs of the action ("reimbursement of eligible costs"), which are estimated at EUR [...] and which are:

(i) actually incurred ("reimbursement of actual costs") for the direct costs for each of the beneficiaries

(ii) reimbursement of unit costs: not applicable

(iii) reimbursement of lump sum costs: not applicable

(iv) declared on the basis of a flat-rate of 7% of the eligible direct costs ("reimbursement of flat-rate costs") for the indirect costs

(v) reimbursement of costs declared on the basis of the beneficiary's usual cost accounting practices: not applicable

(b) unit contribution: not applicable

(c) lump sum contribution: not applicable

(d) flat-rate contribution: not applicable

### **Answer to question 40**

Please be informed that columns related to unit costs and lump sums should be left unfilled.

### **Question 41**

The interim payment

When can the interim payment take place? It seems that it takes place based on proof of payment of costs, so that a company could submit the documents when it has spent 50% of the grant, and then perhaps again, when it has spent up to 80%. Is that right?

### **Answer to question 41**

The exact date of the interim payment is subject to negotiations with entity (-ies) that would be awarded a grant. As a rule, the claim for interim payment is expected to be submitted when consumption reaches 50% of the project budget.