



Action grants to support transnational projects to promote judicial cooperation in civil and criminal matters

Topic ref. JUST-JACC-AG-2017

**Version 1.0
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History of changes

Version	Date	Change	Page
1.0	02.10.2017	▪ Initial version	

Questions and answers

Nr	Question	Answer provided
1	<p>Is it possible for an organisation to be the lead partner / main applicant in <u>two project proposals</u> under this grant?</p> <p>With other words, can our organisation submit two proposals?</p>	<p>You can apply with one or more proposals under this call.</p>
2	<p>I looked that there are 2 priorities</p> <p><u>Priority 1: Procedural rights</u></p> <p><u>Priority 2: Victims' right</u></p> <p>My question is can I focalize my project on 1 priority ? For example on the offender's Procedural right ?</p>	<p>Yes, indeed, you should work on one of the two priorities in your proposal.</p>
3	<p>Are there any regulations concerning the minimum yearly income the co-ordinator has to prove to pass the financial capacity check. My organisation is a non-profit organisation. We already have been co-ordinator of a Daphne III-project, but had as well the experience in another application (some years ago), that our application was rejected because of formal reasons, one of it was the minimum yearly income which was expected to prove.</p> <p>In the guide for applicants I can find only the following explanations:</p> <p>4.1. Financial capacity</p> <p>Applicants and partners must have stable and sufficient sources of funding to maintain their activity throughout the period for which the grant is awarded and to participate in its funding.</p> <p>Organisations participating in several projects shall have sufficient financial capacity to implement multiple projects. Financial capacity check will be performed by the Research Executive Agency (REA). For the purpose of demonstrating its financial capacity, the applicant must</p>	<p>There is no exclusion criterion on the minimum annual revenue an organisation must generate in order to be able to apply in a call for proposals. Indeed, Research Executive Agency (REA) checks every consortium/organisation individually including relating the financial capacity to the EC requested amount for the project.</p>

	<p>provide the most recent closed financial statements of his organisation containing the balance sheet and profit & loss accounts.</p> <p>In case of an application submitted on behalf of a consortium, only the coordinator needs to submit this information. If the share of a grant requested by an organisation (applicant or partner) exceeds EUR 750 000, this organisation must also provide an audit report produced by an approved external auditor certifying its accounts for the last closed financial year. Both financial statements and the audit report must be uploaded in the Beneficiary Register when uploading the application package. The following elements will be taken into account, among others, to assess the applicant's financial capacity:</p> <ul style="list-style-type: none"> - The applicant's dependency on EU financing; - The liquidity, solvency and profitability ratios ; - The auditor's findings in the audit report (when applicable). <p>If the Commission considers that the financial capacity is not satisfactory, it may request further guarantees or impose risk mitigation measures (e.g. reduced or no pre-financing, bank guarantee covering the amount of pre-financing payment), or reject the application. Please note that the financial capacity shall not be verified for public bodies or international organisations. The Commission reserves the right to request financial documents also from partners.</p> <p>Therefore my question is before mentioned: Does exist any exclusion criteria as regards the minimum yearly income of an organisation who would like to apply as co-ordinator of a project proposal?</p>	
4	<p>Does the project proposal have to cover both priorities of the JUST-JACC-AG-2017 call (priority 1: procedural rights AND priority 2: victims' rights)?</p>	<p>You shall choose which priority to work on. You will indicate it in the Part A Submission form by selecting your priority from a drop-down list.</p>

	If only one priority can be chosen, where do we have to indicate the priority which is addressed by the project proposal (Part A or Part B)?	
5	We would like to know if there is a limit regarding the number of written pages? For example maximum 30?	As specified on page 26 of the Guide http://ec.europa.eu/research/participants/data/ref/other_eu_prog/common/just-rec-guide-applicants-17_en.pdf (...) Proposals (Part B) must not be longer than 30 pages. The minimum font size allowed is 11 points. The page size is A4.
6	In case an institution (partner in the project) is contracting an external expert for certain activities, the expert fees can be included under Heading E (other direct costs) or have to be included under Subcontracting Heading ?	<p>Regarding the external experts you will have to judge yourself whether his activities will fall under so called implementation contracts then you register his/her fees under heading E, or it would rather be subcontracting contracts, then you register under heading C - subcontracting.</p> <p>As explained in the guide: (...)Implementation contracts - category E of the estimated budget: These contracts refer to the procurement of ordinary services, goods or equipment needed to carry out the project (e.g. dissemination of information, evaluation, audits, translations, reproduction, purchase of tickets, renting of rooms and accommodation, purchase of consumables and supplies, website development, etc.). These contracts do not, contrary to subcontracting, imply any externalisation of the project activities described in the proposal. (...) Subcontracting of tasks - category C of the estimated budget: A "subcontract" is a procurement contract which covers the implementation by a third party of tasks forming part of the action as described in Annex I of the grant agreement (contrary to implementation contracts described above).</p> <p>However there are a few specific cases when costs of such an expert can be considered as staff costs (under heading A) if the following criteria are met: - The individual concerned works for one of the Beneficiaries with a contract of employment or an assimilated contract explicitly linking the person to the project; - The individual concerned works under the instructions/supervision of the Beneficiary and, unless otherwise agreed with the Beneficiary, on the premises of the Beneficiary;</p>

		<ul style="list-style-type: none"> - The result of the work belongs to the Beneficiary; - The costs are reasonable and not significantly different from the costs of staff performing similar tasks under an employment contract with the Beneficiary; - Travel and subsistence costs related to such a person participation in project meetings or other travel relating to the project is directly paid by the beneficiary; - The individual uses the Beneficiary's infrastructure (i.e. generates indirect costs for the Beneficiary).
7	Project applications can be developed for 18 months or 22 months under the -JUST-JACC-AG-2017: Action grants to support transnational projects to enhance the rights of persons suspected or accused of crime and the rights of victims of crime? Or it is mandatory the projects to be on 24 months time?	The duration of projects can be shorter than 24 months.
8	<p>We did not observed in Part A – a section Budget Overview Table (as it existed in previous applications using the EC Participants Portal system).</p> <p>For this EC Call, it means that do not exist such Budget Overview Table in Part A?? And only in Part B(description of the project) are mentioned information about the budget heading costs (document that will be uploaded) ? <i>In the Guide for Applicant we observed mentioned in Part A – A table on budget, which we were not able to see it in the Part A for this current call. (please find attach a print screen from Guide for Applicants)</i></p>	The information to be provided on the estimated budget will appear in section 3 of Part A. You need to encode the information online. If you cannot see the fields, please try using another internet browser.
9	We observed a section Estimated human effort required for this Workpackage (in person /months). We read the guide, but still we did not understood fully how we will calculate?0	<p>Considered there are around 220 working days per year (365 calendar days – 104 days weekend – public holidays – annual leave), there are around 18.33 working days per calendar month (220 days /12 months).</p> <p>You need to add the planned number of days of project staff members <i>per Work Package</i> and divide this figure by 18.33 to have the equivalent number of person months.</p> <p>The number of working days per year may vary according to national legislation.</p>

10	If the project is not related to children, no contact with children, it is sufficient to mention this in Part B (project description) and not to upload any document related to Child Protection Policy?	If the project is not related to children, you should indicate in section 1.16 of Part B that your project is not child related. In such case, you do not need to upload a child protection policy document.
11	<p>Besides the guidelines, we do not see any Call for proposals on a limit of budget, or the percentage of co-finance.</p> <p>Is there a call for proposals document and would you be kind to provide this information?</p>	<p>The minimum amount of EU grant applied for is EUR 75 000 (Please see point 2 under the topic conditions and documents section on the call for proposals webpage). A maximum grant amount is not fixed under call JUST-JACC-AG-2017. However, the budget available for the call for proposals is EUR 5,000,000.00.</p> <p>An EU grant under call JUST-JACC-AG-2017 could co-finance up to 80% of the total eligible costs of the project. Please see page 13 of the guide for applicants:</p> <p><i>Principle of co-financing</i> <i>The funding under the Justice and the REC programmes is based on the co-financing principle - unless otherwise specified in the call notice the grant cannot constitute more than 80% of overall eligible project costs.</i></p>
12	We are not sure what "proposal number" is referring to in Part B of the proposal.	The proposal number is generated automatically by the system. You need to copy it on page 1 of Part B.