



## CALL FOR PROPOSALS N° VP/2010/010

### Innovative Projects supporting labour mobility in the EU

#### Question 1

Is our organisation, a non-profit international organisation established in the EU eligible for the above mentioned call for proposals.

#### Answer 1:

According to article 53 and 53d of the Financial Regulation and article 43 of the Implementing Rules applicable to the general budget of the European Union, when the Commission decides to give financing to an International Organisation and/or their specialised agencies, it shall implement its budget by "joint management". The appropriations used in a joint management with international organisations shall finance projects jointly elaborated between the Commission and the international organisation in question.

According to article 108.2e of the Financial Regulation, "joint management" does not constitute "grants".

The call for proposals under reference (VP/2010/010) is indeed a "grant". Three types of applicants are eligible :

- Applicants must be legal persons properly constituted and registered in one of the EU Member States or in the other PROGRESS participating countries;
  - Non-profit organisations active mainly in the area of employment policy, quality of work or social inclusion may also submit proposals on condition that they submit a proposal in partnership with a national, regional or local public authority, a state or semi-state agency/ies from one of the EU Member States or other PROGRESS participating countries.
  - In application of article 114 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that their representatives have the capacity to undertake legal obligations on their behalf and assume financial liability (see section 13, checklist, point 4).

In conclusion, International Organisations or their specialised agencies are thus not eligible.

#### Question 2

Are "prefectures" eligible for this call, for "Labour mobility" A Domain.

#### Answer 2:

The eligibility criteria are on page 13 of the call for proposals. They say:

Applicants must be legal persons properly constituted and registered in one of the EU Member States or in the other PROGRESS participating countries;



- Non-profit organisations active mainly in the area of employment policy, quality of work or social inclusion may also submit proposals on condition that they submit a proposal in partnership with a national, regional or local public authority, a state or semi-state agency/ies from one of the EU Member States or other PROGRESS participating countries.

Thus you should ask yourself if you are a legal person properly constituted and registered. If the reply is affirmative, then you are eligible, if it is negative you are not.

If you are a national, regional or local public authority, you can submit a proposal in partnership with a non profit organisations active mainly in the area of employment policy, quality of work and social inclusion.

### Question 3

Would like to know, if applicants can be only Public Employment Services or is this Call VP/2010/010 open to any physical person or legal entity from PROGRESS participating countries?

### Answer 3:

The eligibility criteria are on page 13 of the call for proposals. They say:

- Applicants must be legal persons properly constituted and registered in one of the EU Member States or in the other PROGRESS participating countries;... Hence it is not restricted to Public Employment Services.

### Question 4

Pourriez-vous nous dire si un centre d'étude universitaire est éligible en tant que partenaire dans l'appel à propositions susmentionné?

### Answer 4:

The eligibility criteria are on page 13 of the call for proposals. They say:

- Applicants must be legal persons properly constituted and registered in one of the EU Member States or in the other PROGRESS participating countries;
- Non-profit organisations active mainly in the area of employment policy, quality of work or social inclusion may also submit proposals on condition that they submit a proposal in partnership with a national, regional or local public authority, a state or semi-state agency/ies from one of the EU Member States or other PROGRESS participating countries.

Thus you should ask yourself if you are a legal person properly constituted and registered. If the reply is affirmative, then you are eligible, if it is negative you are not.

If you are a national, regional or local public authority, you can submit a proposal in partnership with a non profit organisations active mainly in the area of employment policy, quality of work and social inclusion.

### Question 4 bis

But we would like to be sure that the EU considers a university as a non profit organisation eligible in the framework of this call of proposal?



#### Answer 4 bis:

If you think you can demonstrate that you are a "Non-profit organisations active mainly in the area of employment policy, quality of work or social inclusion" then you are eligible. However, you will need to present your proposal "in partnership with a national, regional or local public authority, a state or semi-state agency/ies from one of the EU Member States or other PROGRESS participating countries."

#### Question 5

Can our cofinancing percentage (20%) be expressed in the personnel costs (people working in the PES) supported by my organisation which is a Province?

#### Answer 5:

Regarding cofinancing, please to read page 3 of the financial guidelines for applicants: The applicant organisation and/or other fund providers are required to make financial *cash* contribution(s) to the proposal of at least **20%** of the total eligible costs. Contributions in kind (unpaid charity work by a private individual or corporate body, etc.) **cannot be accepted.**

#### Question 6

Auf Ihrer Website ist für den o.g. Call for proposals die Einreichfrist 06/07/2010 genannt, die Öffnung der Vorschläge soll am 14/09/2010 statt finden. Bei dem Blick in die Originalaufforderung (English) wird jedoch eine Einreichfrist vom 14.09. genannt. Welches der beiden Daten ist das Zutreffende? Können Vorschläge wie in dem Aufruf genannt bis zum 14.09. eingereicht werden oder ist dies nicht mehr möglich?

#### Answer 6:

I confirm what is written in the call for proposals on page 13:

Applications accompanied by the annexes and all the required documentary proof should also be submitted in hard copy in triplicate to the addresses cited below **by 14/09/2010** (their submission date will be taken as the date of dispatch, as evidenced by the postmark or the express courier receipt date). **Proposals submitted after this date will not be eligible.**

#### Question 7

Please could you indicate me where can I find the application form of "Call for Proposals VP/2010/010"?

#### Answer 7:

Please find enclosed the link to the call for proposals VP/2010/010  
<http://ec.europa.eu/social/main.jsp?catId=630&langId=en&callId=281&furtherCalls=yes>

#### Question 7 bis

I've already seen on web site, but I don't find the form. I've read that I must fill on the "SWIM" (SAGA Web Input Module): <https://webgate.ec.europa.eu/swim>  
Is there a pre-view format in word of the application?



### Answer 7 bis:

As stated on page 17 of the call for proposals:

**"The SWIM application form is an electronic form which must be filled in online.** Annexes, which are compulsory, must be also filled in and uploaded online (see part E of the online Application form). For this purpose, **the Internet Web application SWIM must be used.** SWIM enables you to introduce, edit and submit a grant application. You can access SWIM at the following web site <https://webgate.ec.europa.eu/swim/displayWelcome.do>

Before starting, please read carefully the SWIM "user's guide", which you will find at the top of the page when you enter in the SWIM application ("Help on SWIM")."

It is very clear from the wording above that "the Swim application form is an electronic form which must be filed in online", and thus there is no pre-view format in word.

### Question 8

Can a private company (an Italian srl) be the project applicant?

### Answer 8:

The eligibility criteria are on page 13 of the call for proposals. They say:

"- Applicants must be legal persons properly constituted and registered in one of the EU Member States or in the other PROGRESS participating countries;"

Thus you should ask yourself if you are a legal person properly constituted and registered in one of the **EU Member States**. If the reply is affirmative, then you are eligible, if it is negative you are not.

### Question 9

Do you know if such a call for proposals is launched only in 2010 or is it possible that the same call for proposals (or one with similar objectives: enhance labour mobility) could be launched also in 2011? In general, do you have recurrent topics concerning call for proposals?

### Answer 9:

Can only reply concerning the current call for proposals. As far as the future is concerned, the work programme is not established yet.

### Question 10

We consider that our proposal is relevant to the call for proposals Labour Mobility / Public Employment Services - Benchmarking but we are not sure. How to decide?

### Answer 10

To help you in your decision to apply please consider the whole description of the call. Regarding your question about the "eligibility of your activity", the requirements are described in section 4 of the call text:

"The application must be linked to one domain of the call (as described under section 3 above)..." Please then consider section 3 description and see if your objective fulfils domain A: "enhancing labour mobility covering all forms of mobility".



### Question 11

Can The beneficiary of the project come from a same country? We are no profit associations and local authorities from two different regions in Italy. We'd like to present a project for the Domain A of the project as partners.

Do We need to have a partnership with other European countries? Into the call, this point it's not clear, also if the Annex III to the Grant Agreement Comprising it asks if the project has or not a transnational dimension (that means that only national dimension can exist). Could you please confirm the correct interpretation?

### Answer 11:

For specific information about the call, please consider the call text VP/2010/010 as primary source of information. The "financial applicants guide" and the "draft grant agreement" and its annexes are built to be more generic information.

Therefore please consider section 4 of the call text for exclusion and eligibility criteria and section 6 for award criteria that will be applied to eligible proposals.

In reply to you request here are some further explanation:

When you read section 4 on eligibility of proposals you can see that eligibility requirement do not request transnationality of the partnership.

However when you read section 6 you are explained that there will be a comparative evaluation among all eligible proposals and only the best ones will be awarded a grant (as we have a limited budget). Section 6 describes the award criteria that will be used to make this comparative evaluation. One of the award criteria includes the level of transnationality of the proposed activities. So transnationality has some importance in the judgment that will be made when the proposal will be evaluated.

### Question 12

Can we apply with a Project only for our institution?

### Answer 12:

For specific information about the call, please consider the call text VP/2010/010 as primary source of information.

Therefore please consider section 4 of the call text for exclusion and eligibility criteria and section 6 for award criteria that will be applied to eligible proposals and where transnationality is presented as one element for comparative judgment.

### Question 13

We have a question about the institutions that could participate in this call of proposals; specifically we want to know if it is open to Regional Public Services of Employment from EU Member States.

### Answer 13:

In reply to your question, the eligibility criteria can be found on page 13 of the text of the call for proposals. It says:



- Applicants must be legal persons properly constituted and registered in one of the EU Member States or in the other PROGRESS participating countries;
- Non-profit organisations active mainly in the area of employment policy, quality of work or social inclusion may also submit proposals on condition that they submit a proposal in partnership with a national, regional or local public authority, a state or semi-state agency/ies from one of the EU Member States or other PROGRESS participating countries.

Thus you should ask yourself if you are a legal person properly constituted and registered. If the reply is affirmative, then you are eligible, if it is negative you are not.

If you are a national, regional or local public authority, you can submit a proposal in partnership with a non profit organisations active mainly in the area of employment policy, quality of work and social inclusion.

#### Question 14

Je voudrais savoir si la partie du co-financement (20% du budget total prévu par le projet) doit être spécifiée/couverte par chaque membre du partenariat ou bien être expression du partenariat en général.

De plus, j'ai vérifié sur les lignes guides que les sources de co-financement peuvent être privées ainsi que publiques: Est-ce que je pourrais avoir une spécification de la définition « sources publiques » ? (Ils sont inclus les fonds nationaux tant que les fonds Européens FSE –FEDER?)

#### Answer 14:

Suite à votre question, nous vous proposons de vous référer au texte de l'appel VP/2010/010:

- section 3: "Si la proposition implique plusieurs partenaires, la contribution effective de chaque partenaire individuel, y compris le montant de sa contribution financière, doit être décrite clairement dans le projet. " Le taux de participatioun de chaque partenaire est donc laissé au libre choix.
- section4: admissibilité des propositions:  
"La demande sera en rapport avec un des domaines de l'appel (tels que décrits au point 3 ci-dessus) et ne bénéficiera d'aucun autre financement européen." Il n'est donc pas possible de couvrir la participation des 20% par des sources de financement européen.

**Pour plus d'information voir aussi le guide financier, section 1:Principes Generaux, Principe de cofinancement et Principe d'interdiction du double financement.**

#### Question 15

Concernant le Domaine B du projet PROGRESS N° Vp/2010/010, Public Employment Services Benchmarking.

Pourriez-vous me mettre au courant qui, quelles organisations ont le droit de soumettre une candidature? Le projet est-il ouvert aux Services Public seulement ou aux autres organisations aussi? Dans ce cas, est-il possible de soumettre une candidature en consortium?



### Answer 15:

Concernant le consortium: Si la proposition implique plusieurs partenaires, la demande sera soumise par un seul demandeur... la contribution effective de chaque partenaire individuel, y compris le montant de sa contribution financière, doit être décrite clairement dans le projet.

D'autre part, les conditions d'exclusion et d'éligibilité des demandeurs sont indiquées dans le texte de l'appel:

- Le demandeur doit être une personne morale légalement constituée et enregistrée dans un des États membres de l'UE ou un des autres pays participant au programme PROGRESS
- Les organismes sans but lucratif opérant dans le domaine de la politique de l'emploi, de la qualité de l'emploi ou de l'insertion sociale peuvent également introduire une demande à la condition de soumettre une proposition en partenariat avec une autorité publique nationale, régional ou locale, une agence publique ou semi-publique de l'un des États membres de l'UE ou d'un des autres pays participant au programme PROGRESS;
- En vertu de l'article 114 du règlement financier, les organisations de partenaires sociaux n'ayant pas la personnalité juridique sont aussi admissibles pour autant que leurs représentants aient la capacité de prendre des engagements juridiques pour leur compte et assument les responsabilités financières (voir, au point 13, le point 4 de la liste de contrôle).

### Question 16

We would be interested to know, if there are any P.E.S partnerships preparing a proposal under PROGRESS call VP/2010/010 - Domain B "P.E.S Benchmarking", in order to make contact and consider the opportunity to join them.

### Answer 16:

For legal reasons the Commission is not in a position to direct you to any PES currently working on a proposal to be submitted under VP/2010/010. The Commission is however aware of the potential interest within the European network of public employment services. More information is potentially available from the WAPES association: <http://www.wapes.org/infos/accueil-@/index.jsp?id=297>.

### Question 18

Pour la préparation du projet sur l'Appel à proposition VP/2010/010, nous avons des question avec reference a la section 5 « Critères de selection » (correspondance section « Annexes » du Formulaire de demande de subvention SWIM ) :

- a) La liste des principaux travaux réalisé au cours des trois dernière années en rapport avec l'objectif de l'appel.... est requis seulement pour le Demandeur de projet ou pour toutes les partenaires du projet ?
- b) Le curriculum vitae du gestionnaire ou coordonnateur proposé pour le projet et des personnes.... sont demandé seulement pour le Demandeur du projet ou pour toutes les partenaires ?



### Answer 18:

En réponse à vos questions, veuillez noter que comme indiqué dans le texte de la section 5, les critères de sélection s'adressent "au demandeur" :

Le demandeur doit disposer des ressources opérationnelles (techniques et de gestion), des compétences et qualifications professionnelles et des capacités requises pour mener à bien l'action proposée. Il doit posséder une solide expérience et des compétences avérées dans le domaine concerné, en particulier pour le type d'action proposée. C'est donc "le demandeur" qui doit démontrer quels principaux travaux il a réalisés en rapport avec la proposition et présenter le CV de son gestionnaire ou coordinateur et des principaux responsables.

Concernant les partenaires: selon ce paragraphe 5 (critère de sélection), le "demandeur" doit aussi attester de la capacité de l'équipe de ses partenaires à mener à bien les travaux proposés. Une lettre le certifiant de la part du demandeur peut être suffisante (point 11 de la check list finale).

### Question 19

Can you tell me can if Macedonia applies for this Calls for proposals: Labour Mobility / Public Employment Services - Benchmarking

### Answer 19:

The relevant call for proposals has been established in the frame of PROGRESS. PROGRESS is the EU's employment and social solidarity programme. PROGRESS is open to the 27 EU Member States, EU candidate and EFTA/EEA countries. The same countries are eligible for applying to the present call for proposals.

For further clarification on the eligibility criteria applicable, please consult the "Questions & Answers" document attached to the text of the call, to be downloaded from the following website:

<http://ec.europa.eu/social/main.jsp?catId=630&langId=en&callId=281&furtherCalls=yes>

### Question 20

Est-ce que les instituts de recherche ou haute école faisant des recherches actives dans le domaine de l'emploi sont éligibles pour cet appel à proposition?

### Answer 20:

Les critères d'exclusion et d'admissibilité des demandeurs dans l'appel (voir page 13) mentionnent la chose suivante :

"Les organismes sans but lucratif opérant dans le domaine de la politique de l'emploi, de la qualité de l'emploi ou de l'insertion sociale peuvent également introduire une demande à la condition de soumettre une proposition en partenariat avec une autorité publique nationale, régional ou locale, une agence publique ou semi-publique de l'un des États membres de l'UE ou d'un des autres pays participant au programme PROGRESS".

A condition que ces instituts de recherche ou haute écoles sont des organismes sans but lucratif et qu'ils sont actifs dans le domaine de la politique de l'emploi, de la qualité de l'emploi ou de l'insertion sociale (ce qui me semble le cas en faisant des recherches actives dans le domaine de l'emploi), ces instituts de recherche ou haute écoles sont admissible à condition qu la proposition est soumise en partenariat avec une autorité





publique nationale, régional ou locale, une agence publique ou semi-publique de l'un des États membres de l'UE ou d'un des autres pays participant au programme PROGRESS.

### Question 21

Due to the summer holidays your call for proposals Nr. VP/2010/010 PROGRESS has only very recently come to my attention. Because of the September 14th deadline I very much doubt we will be able to provide you in time with all information required.

This being the case, I would like to know the following:

- is it possible to file a preliminary application before the deadline, to be completed after?
- If not, will there be another call in the field of labour mobility in the EU?

### Answer 21:

Because of the holiday period we extended the period for submission of proposals from the normal 52 days to 70 days.

The specifications of the call do not foresee that a preliminary application can be submitted (which is completed afterwards). Therefore, I regret that, also in the context of equal treatment of all candidates, we cannot allow you to submit such a preliminary application by 14 September 2010 which is then completed afterwards.

At this moment no other call in the field of labour mobility is planned, but we can inform you that such a call was published in the past on a yearly basis.

### Question 22:

Is the proof of turnover such as a letter mentioning the amount of turnover in the last financial year and stating that it is at least equivalent to 100% of the grant requested (not necessary for public bodies) REQUESTED ONLY FOR THE LEAD PARTNER OR FOR EACH PARTNER?

### Answer 22:

As regards your question if the turnover proof has to be provided only for the applicant organisation or by all involved partners, I refer to page 8 of the call where it reads:

"If the proposal includes partners, the application should be submitted by a single applicant. The applicant will sign the grant agreement with the Commission, receive and manage the grant from the Commission and be responsible for the implementation and reporting to the Commission on the progress of the overall project, as well as ensuring on-going monitoring and evaluation. The Commission will only deal with the applicant organisation.

If the proposal involves partners, the effective contribution of each individual partner, including the amount of its financial contribution, must be clearly described in the project application."

As only the applicant organisation will sign the grant agreement and be fully responsible for the implementation and monitoring of it, the turnover proof (as part of the financial capacity check) has to be provided only by and for this applicant organisation.



### Question 23:

IS Copy of the official registration certificate or any other official document attesting to the legal establishment of the organisation (not necessary for public bodies) referred ONLY to the APPLICANT OR FOR ALL THE PARTNERS?

IS Copy of articles of association/statutes or equivalent, proving the eligibility of the organization referred ONLY to the APPLICANT OR FOR ALL THE PARTNERS?

### Answer 23 :

Legal Identity Form, official registration certificate and statutes are only required for the applicant organisation and are not required from the other partners.

What needs to be provided for All partners is that they are introduced in the SWIM application form as partner and an original co-funding commitment letter. (Item 12 in the check-list)

### Question 24:

Notre organisation souhaite répondre à l'appel à propositions VP/2010/010 et souhaite avoir une précision sur la forme des lettres d'engagement des partenaires européens. Elles doivent être signées, tamponnées et imprimées sur papier en tête de l'organisation partenaire.

Est-ce que les partenaires doivent obligatoirement nous l'envoyer par courrier ? Acceptez-vous les lettres d'engagement scannées et/ou faxées par les partenaires?

### Answer 24:

Dans le texte de l'appel on mentionne (page 21) dans la "Liste de contrôle des documents à soumettre avec la demande". " lettre(s) attestant de l'engagement au cofinancement de la proposition, émanant du demandeur et de chaque partenaire au projet: original/originaux signé(s) par le(s) représentant(s) légal/légaux de la/des organisation(s), précisant le montant de la contribution financière ainsi que les tâches spécifiques que cette organisation entreprendra et l'accord donné à la Commission de pouvoir «publier le nom et l'adresse du/des partenaire(s) aux côtés du nom et de l'adresse du bénéficiaire, de la référence de l'appel à propositions et de l'intitulé et de la description du projet» (voir point 12 )."

Par conséquent, vos partenaires doivent vous faire parvenir (par courrier) les originaux.

### Question 25:

Nous avons 3 partenaires européens qui s'associent pour la mise en place du projet et qui devront apporter une contribution de 20% au projet. Mais cet apport est pris sur les fonds propres des partenaires. Il ne s'agit pas réellement d'un co-financement par un financeur tel qu'une collectivité. Dans la lettre d'engagement des partenaires européens, doivent-ils mentionner la phrase « En termes de contribution aux coûts de l'action, ... fournira une contribution en espèces de .... € » avec le montant des 20% de leur budget ou une lettre d'engagement sans cette phrase est-elle suffisante ?



### Answer 25:

Le texte de l'appel mentionne en page 8 : "Si la proposition implique plusieurs partenaires, la contribution effective de chaque partenaire individuel, y compris le montant de sa contribution financière doit être décrite clairement dans le projet."

Donc, il faut nous informer sur la contribution effective. Par conséquent, vous pouvez adapter le modèle de la lettre d'engagement afin de nous informer sur cette contribution effective.

### Question 26:

How can we come in contact with possible applicants for this call, to see if we can join these initiatives?

### Answer 26:

On our Web page <http://ec.europa.eu/social/main.jsp?catId=632&langId=en>, you will find an overview of the awarded grants for similar calls in the past (calls like VP/2008/014 and VP/2009/007). This is a possibility for you among others to find organisations interested in the subject.

### Question 27:

As regards to the call for proposal VP/2010/010, in particular regarding the check list of the required documents indicated at pag. 22 of the call, we would like to ask you if there is a particular template for the original letter of application that has to be provided from the applicant organization. We have checked in the annexes of the SWIM application form and we didn't find any format for that.

Moreover, if the applicant organisation is a public body, do they have to provide all the information requested in point C. 1 Operational Structure of the SWIM Application form? Also the part related to the financial resources?

### Answer 27:

As regards the application letter: no template is available, but the letter should contain the reference of the call, the name of the applicant organisation and the partners, it should also confirm your intention to submit a proposal, and finally it should be signed and dated by the legal representative of the applicant organisation.

As regards the information requested in point C. 1 Operational Structure of the SWIM Application form: yes, this information should be provided also by a public body. The checklist on page 22 of the call specifies when some information has NOT to be submitted by a public body (e.g. the official registration certificate, the proof of turnover, the annual balance sheet).

### Question 28:

Ai-je bien compris et les partenaires de projet n'ont à fournir uniquement

1. la lettre d'engagement
2. l'accord de publication d'information ?



Qu'en est-il des CV des correspondants partenaires et de la liste des principaux travaux des partenaires ?

#### Answer 28:

Les infos et documents à fournir par partenaire sont en effet:

- la lettre d'engagement, attestant la volonté de participer au projet et décrivant sommairement son rôle et la contribution financière,
- l'accord de publication d'information.

Les CV détaillés (formation et expérience professionnelle) et une description de poste sont seulement à fournir pour le responsable/coordonnateur du projet proposé et les personnes qui accompliront les tâches principales (y incluses les personnes des partenaires si ils en effet accomplissent des tâches principales).

La liste des projets: si les partenaires on eu des projets en rapport avec l'objectif de l'appel, vous êtes invité à les annexer.

#### Question 29:

Bezüglich des Call for tender zum benchmarking sind einige Unklarheiten aufgetaucht, beziehungsweise werden von unseren Experten Vereinfachungen in Aussicht gestellt, über die ich gerne Klarheit hätte:

1. Finanzbestätigung (annex E 3): meine Finanzabteilung sagt, in letzter Zeit würde die Kopie eines Bankauszuges genügen??? Da sind zwar alle Angaben aber keine Unterschriften dabei??
2. Meine Abteilung für Ausschreibungen und Vergabeverfahren sagt mir, eine einzige Unterschrift auf dem Antrag reicht und **gilt für alle Anhänge** und sonstigen beiliegenden Dokumente???
3. Ist es möglich, derzeit schon einen Werkvertrag zu vergeben??? Da - im Falle von Subverträgen- der Werkvertrag beigelegt werden soll???

#### Answer 29:

1. Siehe Seite 24 des Finanzleitfadens: Das Formular E-3 Formular „Finanzangaben“, muss ordnungsgemäß ausgefüllt, das Original datiert und vom Kontoinhaber der antragstellenden Organisation unterzeichnet werden. Weiterhin muss es entweder mit Stempel und Unterschrift der Bank versehen oder mit beigefügter Kopie eines Bankauszugs neueren Datums belegt werden.
2. Die Checkliste auf Seite 24 und 25 des Finanzleitfadens listet genau auf, welche Dokumente vom Antragsteller unterschrieben werden müssen.
3. Falls Sie einen Werkvertrag abzuschliessen werden, können Sie den Vertragsentwurf beilegen. Ein Werkvertrag sollte nicht vor der endgültigen Gewährung einer Finanzhilfe abgeschlossen werden.

#### Question 30:

Referring to the VP/2010/010 we wonder if: 1) the three hard copies you need are just for the application form or even the all the other documents 2) the point 5 (official registration form) and 6 (statues), 13 (proof turnover), 14 (annual balance sheet) of the check list are



due also by the partners of the project, or just by the applicant organisation 3) Shall we upload the CV's into the E.8 e-form or you need just the hard copy?

**Answer 30:**

1. Yes, you have to send all documents in three paper packs, comprising one with originals and 2 with copies. Please see in section 10, practical modalities the text: "applications accompanied by the annexes and all the required documentary proof should also be submitted in hard copy in triplicate....". Furthermore, sections 4 and section 13 explain that the three hard copies comprise one original and 2 copies.
2. Proof of legal status and financial viability are only due by the applicant organisation and are not by the partners
3. Any other document available electronically and not requested as part of E1-E7 in SWIM is welcome as part of E8. CVs are accepted to be only provided on paper.