

VP/2011/009 FAQ

Deadline for submission: 15/12/2011

Total budget: €3.5 million

*Please note that we can only answer questions related to the requirements of the call for proposals and the application process. We **cannot prejudge** the assessment process by offering any opinion on the merit or eligibility of a particular application.*

In view of transparency and equal treatment, no personal or telephone contacts are allowed.

Is it necessary to have a partner organisation in at least one other PROGRESS country?

No: the social experiment may be implemented in 1 geographical context only, while partnership with actors in other eligible countries is encouraged. For the mutual learning part, a transnational dimension is compulsory.

Is there a minimum number of partners to be involved?

There has to be at least one partner. There is no maximum number of involved partners. The partnership must be made up of at least two categories of partners: public authorities on the one hand and civil society organisations on the other (see point 3 of the eligibility of the proposal). Including academic structures and/or business, and corresponding partners from other PROGRESS countries is strongly encouraged. The importance of developing the quality of the partnership is emphasised, as is the need for good balance between different categories of partners.

Which are the PROGRESS-participating countries for this call?

PROGRESS is accessible to all EU Member States, as well as Norway, Iceland, Liechtenstein, Croatia, Former Yugoslav Republic of Macedonia, Turkey and potential candidate country: Serbia

Is a Legal Entity form and Financial Identification form required for all project partners and the project coordinators when submitting the proposal?

No: the Legal Entity and Financial Identification are required for the lead applicant only.

Is there any budgetary limit?

There is no budgetary limit. However, please read with care point 2.5 of the call text. As indicated, the call is intended to support 3-5 major social experimentations for the indicative overall amount available.

I have a problem with the SWIM application:

If you need technical assistance, please contact empl-swim-support@ec.europa.eu Please also refer to the user manual.

We cannot find the partnership / co-financing form to be filled in by the project's partners in the call documents. Do we have to make our own?

The application should be completed by the main applicant. If the project's partners are contributing in cash, they have to provide a signed letter of committing to provide co-funding,

specifying the amount of each contribution. You may download a template from the SWIM application tool.

Is it necessary for partners to provide a copy of the official articles of association/statutes or is this only obligatory for the applicant organisation?

The above document should be used to prove the eligibility of the applicant organisation only - not the partners. Please note that if the applicant organisation is a public law body, this document is not necessary. So for this call this requirement is obsolete.

Might one consider the staff costs of an employee of a partner of the project, financed 100% by public funds, as eligible costs and constituting a part of the cash contribution to the project (20% of the total cost) considering the costs are specifically related to the action foreseen under the project.

These costs can be considered eligible in as far as they refer to costs really incurred and specifically related to the action, as stated above (all general criteria for eligibility of the costs must be fulfilled see point 3.2.1 of the financial guidelines). As regards contributions in cash, there is no reason why they may not be included in the income of the project under the co-financing heading.

Can financing from a private company participating in the project be considered eligible if it refers to costs connected specifically to the action? Can they be regarded as co financing?

The financing of costs by a private company is eligible as co-financing in as far as this involves a partner in the project under the conditions defined in point 3.1 of the call (eligibility of the proposal) and all general criteria for eligibility of the costs are fulfilled (see point 3.2.1 of the financial guidelines)

Is it possible for an organisation to submit a project proposal as lead-applicant (project 1) if under this same call for proposals it is participating as a partner for another project (project 2)?

Nothing in the text of the call prevents an organisation from participating in one project as lead applicant and also as a partner in another project.

What is meant by a "cash contribution"? Should the lead applicant and the partners transfer money to a dedicated bank account?

The cash contribution does not necessarily need to consist of cash transfer of money. In principle all eligible costs paid for by the lead applicant and/or the partners in the project can be considered as a contribution in cash. For example staff costs: your organisation could decide to co-finance the staff costs or part of the staff costs. In that case you need to fill in the amount of the co-financed costs in the heading "staff costs" and in "income". By financial flow we mean that there needs to be a trace in the bookkeeping (if you pay a staff member there is a financial flow from the organisation to the staff member). A contribution in kind on the other hand is not allowed. By contribution in kind we mean for example the work of a volunteer (here there is no cost for the project, no financial flow). Nonetheless please pay attention to the fact that all costs, including co-financed costs need to fulfil the general criteria of eligibility (see point 3.2.1. on page 5 of the financial guidelines).

Is there a template for the letter entrusting an organisation to submit a proposal?

No, there is no template for this letter.

If a project was to last 2 years, is funding on a year by year basis?

The funding does not take place on a year by year basis. Instead, one grant is given for the whole duration of the project. Payment of the grant will be in three instalments (see the model of the draft grant agreement).

How many partners from how many different PROGRESS countries need to be involved in the project?

According to part 3.1. "Eligibility of the proposal" point 3, at least one civil society partner needs to be involved."

Where I can find...

...the general framework of PROGRESS?

Please visit DG EMPL thematic site: <http://ec.europa.eu/social/home.jsp?langId=en>.

...the "Original version of the co-funding commitment signed by the legal representatives of the organisations concerned and specifying the amount of each cash contribution"?

Please see part E. in the SWIM Application form.

...the original cover letter?

There is no template. It is free text.

...the template for the project proposal and the timetable?

The template for the project proposal and the timetable are available in the SWIM application form under heading E "Annexes" point E.8. "Description of the action and timetable".

...the PROGRESS committee contact points?

In each country, contact points may provide general information about financing by PROGRESS. The list may be found at <http://ec.europa.eu/social/main.jsp?catId=660&langId=en>.

Can non governmental organisations apply to the call?

According to point 3.1 of the call, the lead partner (applicant) should be a public authority/body, but it should at least have one partner from civil society. This partner may be from the same country as the lead partner but transnationality is encouraged.

Can people with disabilities, asylum seekers and refugees, and HIV positive people, be considered as "vulnerable groups"?

Yes. The list of vulnerable groups mentioned in article 2.1, bullet 1, (Roma, migrants, homeless, young people) is not exhaustive, the general reference background being the [European Platform against Poverty and Social Exclusion](#) of December 2010.

Are the policy issues of the call limited to those listed at article 2.1?

Yes. The project have to deal with either social inclusion of vulnerable groups, the quality of childcare services, active and healthy ageing or transition from education to work for the youth

