

Call for proposals (2017/C 339/07)
Support for information measures relating to the common agricultural policy (CAP) for 2018

Question 1

My questions are: If this kind of activities are eligible for application in the above mentioned call? Is our institution eligible applicant for the call?

We are public research, innovation and advisory institution established by the Ministry of Agriculture and Rural Development. We have organized annually international film festival [...] (on national level). Target group and audience of the festival are professionals and public, including relevant group of young people (high schools, universities). Except projections, festival includes a lot of information activities for professionals (discussion with farmers, seminars, information on supporting tools for Rural Development programme), discussion and presentations at the public places (shopping malls, universities, cinemas,) and many other activities. Target group of these activities is wide, festival is widely promoted by national and regional media.

Answer:

The Commission cannot prejudge the eligibility of the activities. For detailed information please see section 6.2. of the call for proposals (2017/C 339/07) : "Eligible activities and implementation period under this call for proposals".

Question 2

Vorrei porre una domanda in merito all'invito a presentare proposte "Sostegno a favore di misure di informazione riguardanti la politica agricola comune". Vi scrivo dal Comune di [...] (Italia).

In merito al punto 6.2 - b.

- 1) Le misure di informazione devono essere attuate **sia** a livello multiregionale **sia** a livello dell'Unione Europea (in almeno due stati membri), quindi devono essere replicate in entrambi i livelli (multiregionale e europeo) **o sono alternative?**
- 2) Questo significa che è necessario avere partners a livello regionale e europeo che possano replicare le azioni? Nel nostro caso non abbiamo entità affiliate.
- 3) Nell'application form dove devono essere inserite le attività fatte dai partners regionali e europei?

Answer:

Le misure di informazione devono essere attuate sia a livello multiregionale, sia a livello nazionale sia a livello dell'Unione europea (in almeno due Stati membri). Sono effettivamente alternative.

The information measures should be implemented either at multiregional or at national or at European level (in at least Two Member states). These are alternatives.

Question 3

About Eligible applicants, in particular private companies, should they be just a communication media companies? I'm writing on behalf of [...] an active part in the implementation of the CAP by specific expertise in this field, and through LEADER - CLLD approach: can [...] be an eligible applicant as profit entity?

Answer:

The eligibility conditions are assessed at the evaluation phase, not through the Q&A during the submission phase. Please see section 6.1. of the call for proposals (2017/C 339/07) for further information.

Question 4

We would like to know if the project proposal may be submitted by a partnership between two or more organisations (one having the role of applicant). Is there the option to have co-applicants.

Answer:

The information measures under the call for proposals are mono-beneficiary actions. This means that there is one legal entity applying for a grant. Affiliated entities may take part in the action in accordance with the conditions set in the call. For further information on eligibility criteria please see section 6.1. of the call for proposals (2017/C 339/07).

Question 5

With reference to the eligible personnel costs, is person under contract with temporary work agencies or similar eligible, if the condition set in article 11.1.1 (the person works under conditions similar to those of an employee; the result of the work belongs to the beneficiary - the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary) are met?

Answer:

Staff provided by a temporary work agency implies a contract between the beneficiary and the agency. This would qualify typically as a purchase of service or subcontracting. Consequently, such costs would not be eligible as personnel costs. However, they could be charged under other budget categories (e.g. subcontracting) if they comply with the eligibility conditions.

Question 6

Our question is on the following point:

"B. Information measures should be implemented:

- at a multi-regional or national level,
- at the level of the European Union (in at least two Member States). "

Does it mean that the project proposal may include information measures to be implemented only at regional or national level or, necessarily, at the level of the European Union?

Answer:

The information measures should be implemented either at multiregional or at national or at European level (in at least Two Member states). These are alternatives.

Question 7

We represent the non-profit organization [...]. We are based in [...] and are currently preparing a proposal for the call "support for information measures relating to the CAP" for 2018 (2017/C 339/07). We would like to kindly ask you two questions about the point 6.2.B of the call:

1. The information measures to be implemented should apply at multiregional or national level, "AND in addition" at EU level (in at least two member States)? Or we can choose indistinctly one of the options: multiregional, national or in two member states?
2. Could a non-EU member country be chosen to implement our activities at EU level?

Answer:

1) The information measures should be implemented either at multiregional or at national or at European level (in at least Two Member states). These are alternatives.

2) The overall objective of the call is to build trust in the European Union and among all citizens, farmers and non-farmers alike. The common agricultural policy (CAP) is a policy for all citizens of the EU and the benefits that it provides to them must be clearly demonstrated. Therefore only EU member states can implement an information measure.

Question 8

I am writing to you in order to be able to know if there is the possibility of receiving the "detailed description of the information measure in in Spanish language.

Answer:

The Form 3 is only in English, but it can be submitted in any of the EU's official languages.

Question 9

We would like to ask the question about the total amount of the grant support for information measures relating to the common agricultural policy. We have read that the amount of the support is 60% of the total costs of the project - we would like to confirm this information.

Answer:

The maximum grant is EUR 500 000.

For information on reimbursement of costs actually incurred please see section 11.3. of the call for proposals: "Forms of the grant".

The grant will be defined by applying a maximum co-financing rate of 60 % to the eligible costs actually incurred as mentioned in 11.3.1.

Question 10

When the grant support will be received - before the project actions or after the time they will happened ?

Answer:

The grant support is paid after the reporting periods.

A request for an interim payment may be submitted within 60 calendar days following the end of the first reporting period. For further information on interim payment please see Articles 1.4.3. and 1.5.3. of the Draft Model Grant Agreement.

In accordance with Article 1.4.4 of the Draft Model Grant Agreement a request for payment of the balance and supporting documents must be submitted within 60 calendar days following the end of the last reporting period.

For further information on the payment please see Article 1.5.4 of the Draft Model Grant Agreement.

Question 11

Referring to the CALL FOR PROPOSALS 'Support for information measures relating to the common agricultural policy' (CAP) for 2018 (2017/C 339/07) we would like to receive elucidation for the following question:

Could a partnership made up of:

- 1) University (APPLICANT organization)
- 2) Regional public authority (PARTNER organization, co-organizer)
- 3) [...] (PARTNER organization, co-organizer)

apply to the call for proposal? Considering, furthermore, the two partners (Regional public authority and [...]) as organizations involved in the implementation and realization of the planning actions?

IT:

Con riferimento al bando in oggetto 'Support for information measures relating to the common agricultural policy' (CAP) for 2018 (2017/C 339/07), si chiede un chiarimento in merito alla partecipazione di un partenariato costituito da:

- 1) Università (soggetto RICHIEDENTE),
- 2) Ente Pubblico Regionale (soggetto PARTNER-CoOrganizzatore),
- 3) [...] (soggetto PARTNER-CoOrganizzatore).

Nello specifico la nostra domanda riguarda la modalità di partecipazione dell' Ente Pubblico Regionale e dell' [...], come costituenti di un partenariato con capofila l' Università, per l'implementazione e la realizzazione delle azioni progettuali. La ringraziamo anticipatamente per l'aiuto.

Answer:

The information measures under the call for proposals are mono-beneficiary actions. This means that there is one legal entity applying for a grant. Affiliated entities may take part in the action in accordance with the conditions set in the call. For further information on eligibility criteria please see section 6.1. of the call for proposals (2017/C 339/07).

Question 12

About the call Grants for information measures relating to the common agricultural policy, is it possible to have an applicant and co-applicants not affiliated? If not, can two or more non-affiliate partners manage a part of the budget?

Answer:

The information measures under the call for proposals are mono-beneficiary actions. This means that there is one legal entity applying for a grant. Affiliated entities may take part in the action in accordance with the conditions set in the call. For further information on eligibility criteria please see section 6.1. of the call for proposals (2017/C 339/07).

Question 13

Uprzejmie proszę o odpowiedź na pytania w sprawie konkursu "**Wsparcie działań informacyjnych odnoszących się do wspólnej polityki rolnej (WPR) na 2018 r. (2017/C 339/07)**", mianowicie:

- 1. Czy na dane działanie informacyjne może zostać przyznana dotacja z budżetu państwa, z której możliwe będzie częściowe dofinansowanie działania?*
 - 2. Jeśli tak, to ze środków jakiej instytucji można ubiegać się o wspomniane częściowe dofinansowanie?*
 - 3. W jakiej maksymalnej wysokości może być owe dofinansowanie udzielone?*
- Z góry dziękuję za odpowiedź na powyższe pytania.

Translation :

Questions concerning competition: "Support for information activities in the framework of the CAP for year 2018":

1. Can these activities be co-financed from the MS budget
2. If yes, which MS institution is eligible to provide such co-financing
3. What is the ceiling of such MS co-financing.

Answer:

1. and 2. The information measures under the call for proposals are mono-beneficiary actions. This means that there is one legal entity applying for a grant. Affiliated entities may take part in the action in accordance with the conditions set in the call.

The eligibility conditions are assessed at the evaluation phase, not through the Q&A during the submission phase. Please see section 6.1. of the call for proposals (2017/C 339/07).

3. According to the section 11.3 of the Call, the grant will be defined by applying a maximum co-financing rate of 60 % to the eligible costs incurred together with a flat rate of 7 % of the eligible direct costs covering the indirect costs such as general administration costs. The maximum grant will be 500.000,- € (section 4 of the Call).

For further information on co-financing of the information measure please see section 11.4. of the Call. There is no ceiling for co-financing from third parties.

As stated in the form 'Declaration on honour' on the first page, point (3) the applicant has to declare that it has not received any other Union funding to carry out the action subject of this grant application and commits to declare immediately to the omission any other such Union funding it would receive until the end of the action.

Question 14

I am writing you to know more about this opportunity <https://ec.europa.eu/agriculture/grants-for-information-measures/>. In particular, I would ask to you what is the deadline of the proposal next year. Could you confirm that the deadline is the next 15th December?

About the applicants, is it possible to submit a proposal with several partners? On the contrary, is it possible to submit a proposal just by one partner?

Answer:

The deadline for submitting the applications has been extended to 5 January 2018.

The information measures under the call for proposals are mono-beneficiary actions. This means that there is one legal entity applying for a grant. Affiliated entities may take part in the action in accordance with the conditions set in the call. For further information on eligibility criteria please see section 6.1. of the call for proposals (2017/C 339/07).

Question 15

Some questions about the information measure 2018:

1. When all the forms and draft documents will be available on the link mentioned in the call for proposal?
2. TO what is the operational capacity (section 8.2) referred? To the type of actions or to the theme of the action: I mean, if my proposal envisages a TVshow to explain the CAP, should the applicant have experience in TVshow (on whatever topic) or in the CAP? And what about the 5-years experience of the Project responsible: is it in TV show or in the CAP?
3. Linked to the previous question. If the applicant has experience in implementing the type of action (for example in TVshow) but not in the CAP, can it resort to a consultancy subject with specific competencies in the CAP and involve its staff? If yes, can the applicant pay the persons from the consultancy subject as external experts and the costs that they faced to participate?

Answer:

1. All forms are available on our website: https://ec.europa.eu/agriculture/grants-for-information-measures_en.

2. and 3. In accordance with section 8.2. of the call for proposals, the applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed information measure. For information on eligible direct costs see section 11.1.1. a) of the call for proposals.

Question 16

Nous avons une question au sujet du nouvel appel à propositions que vous venez de publier. Sauf erreur de ma part, dans le cadre de cet appel, les repas sont éligibles. Pouvez-vous svp me préciser dans quelle catégorie budgétaire il convient d'indiquer ces dépenses car je ne vois pas de catégories dédiées dans le budget ?

Answer:

L'indemnité de subsistance comprend les repas et le transport local à condition que les conditions d'éligibilité soient remplies (section 11.1.1 (b) de l'appel à propositions). Pour plus d'informations sur les coûts directs éligibles, se référer à l'annexe III. (budget, tableau 1.B.3) et l'annexe V.2 (documents de support).

Subsistence allowance includes meals and local transport, on the condition that the eligibility conditions are met (section 11.1.1. (b) of the Call for proposals). For further information on eligible direct costs please see Annex III (financial statement, table 1.B.3) and V.2 (supporting documents).

Question 17

Stiamo pensando di partecipare con alcune novità per la nuova edizione e ti chiedo però un paio di chiarimenti sul bando, se puoi aiutarmi.

1. Negli allegati da compilare ho visto che c'è il **FORM 3** (Detailed description of the information measure), ma non trovo il FORM 1 e FORM 2, non ci sono?
2. Per le spese ammesse possiamo ancora presentare i costi di car rental e fuel come nostra consuetudine aziendale per i trasferimenti?
3. Tra i costi ammissibili al punto "**11.1.1. Costi diretti ammissibili" voce b) le spese di viaggio e le relative indennità di soggiorno**" sono ammesse anche le spese di vitto?

Answer:

1. All the forms have been updated on our website: https://ec.europa.eu/agriculture/grants-for-information-measures_en.

2. For information on eligible direct costs see section 11.1.1. b) of the call for proposals and Annex III Budget, Table 1 (B.3).

3. Subsistence allowance includes meals and local transport, on the condition that the eligibility conditions are met (section 11.1.1. (b) of the Call for proposals). For further information on eligible costs please see Annex III Budget and Annex V(2).

Question 18

Can a beneficiary cover the total 40% of budget not co-financed by the EU with financial contributions of third parties?

Answer:

Yes, a third party can cover the total 40 % of the budget. Please note that the information measures under the call for proposals are mono-beneficiary actions. This means that there is one legal entity applying for a grant. Affiliated entities may take part in the action in accordance with the conditions

set in the call. For further information on eligibility criteria please see section 6.1. of the call for proposals (2017/C 339/07).

Question 19

I kindly ask a confirmation that the application package must be composed by the following documents:

- FORM 3 Application form
- Annex III budget
- Annex V Financial Statement
- Legal Entity form
- Financial identification form

Other documents must be prepared or not? Is possible to have a checklist of documents to be submitted?

Answer:

Before sending your application, please check that you have included all documents which have been mentioned in the checklist which you can find in the end of Annex I.

Question 20

I hereby kindly ask you some question regarding the "CALL FOR PROPOSALS 'Support for information measures relating to the common agricultural policy' (CAP) for 2018".

1. At page 11, point B., we do not understand if the Measure we would like to submit has to consider both implementation: at multiregional or national level; at European Union Level (in at least two Member States) or is it enough to implement at only one level?
2. Management and coordination activities are eligible actions?
3. Is it possible to implement the information measure from July 2018 and June 2019?

Answer:

1. The information measures should be implemented either at multiregional or at national or at European level (in at least Two Member states). These are alternatives.

2. The Commission cannot prejudge the eligibility of the activities. For detailed information please see section 6.2. of the call for proposals (2017/C 339/07) : "Eligible activities and implementation period under this call for proposals".

For information on eligible costs, please see the Model Grant Agreement, Annex II (Article II.19). For general administration costs please also see 11.3.2. *Flat-rate* of the call for proposals. For further information on costs of personnel please see section 11.1.1. a) of the call for proposals, Annex V(1) Specific conditions for direct personnel costs and Annex III Budget (A).

3. Please see the Model Grant Agreement, Annex I (Article I.2.). The Agreement enters into force on the date on which the last party signs it. The action runs for 12 months starting on the first day following the date when the last party signs the Agreement.

Question 21

I hereby kindly ask you some questions regarding the "CALL FOR PROPOSALS 'Support for information measures relating to the common agricultural policy'".

1. A Measure implemented by 4 different Italian organizations has to be considered as National Level Measure or as Multiregional one?
2. I do not understand if the total budget of the Measure must be maximum 500 000 EUR (with the 60% co-financing 300 000 EUR) or if the maximum co-financing (60%) has to be 500 000 with a submitted budget of circa 830 000 EUR

Answer:

1. The eligibility conditions are assessed at the evaluation phase, not through the Q&A during the submission phase. Please see section 6. of the call for proposals (2017/C 339/07) for further information.

Please also note that the information measures under the call for proposals are mono-beneficiary actions. This means that there is one legal entity applying for a grant. Affiliated entities may take part in the action in accordance with the conditions set in the call. For further information on eligibility criteria please see section 6.1. of the call for proposals (2017/C 339/07).

2. Please see section 4. of the call for proposals. The maximum grant is EUR 500 000. For information on reimbursement of costs actually incurred please see section 11.3. of the call for proposals: "Forms of the grant". The grant will be defined by applying a maximum co-financing rate of 60 % to the eligible costs actually incurred as mentioned in 11.3.1.

Question 22

I am writing this email on behalf of non-governmental organisation from [...] - Foundation that would like to apply for the Grants for information measures relating to the common agricultural policy.

As I understood to be considered for the grant we would need to send the following documents:

- application form
- budget tables
- legal entity identification sheet.
- financial identification sheet
- a model grant agreement
- expenditure and revenue table
- additional statement (since we would like to apply for a grants \leq 60 000 EUR)

I will be grateful for confirmation of the documents we need, and for correcting me on the documents that we do not need to submit at the application stage of project.

Perhaps there are other documents that I missed and which should be handled while submitting the application.

Answer:

Before sending your application, please check that you have included all documents which have been mentioned in the checklist which you can find in the end of Annex I.

Question 23

With reference to the mandatory forms, which is form that identifies the affiliated entities and defines their agreement with the applicant to implement the action?

Answer:

Please complete form 2 for each affiliated entity which will participate in the information measure. The affiliated entities should also be listed in form 1, point 2.3.

Question 24

I am writing to ask for clarification concerning the eligibility of UK registered entities under the new call for proposals for communication grant around the CAP for 2018. (page 11 in the Official Journal of the EU).

What is the meaning of "British applicants will cease to receive EU funding" under a signed grant agreement with DG AGRI in case the UK withdraws from the EU without the relevant agreement with the EU - during the project period?

Would this be retroactively applied? What is the link between "ceasing to receive EU funding" and "while continue where possible to participate"?

Answer:

Please see section 6.1. of the call for proposals relating eligible applicants and more specifically the table for British applicants.

Question 25

Nous avons une question au sujet du nouvel appel à propositions que vous venez de publier.

Sauf erreur de ma part, dans le cadre de cet appel, les repas sont éligibles. Pouvez-vous svp me préciser dans quelle catégorie budgétaire il convient d'indiquer ces dépenses car je ne vois pas de catégories dédiées dans le budget ?

Answer:

L'indemnité de subsistance comprend les repas à condition que les conditions d'éligibilité soient remplies (11.1.1 (b) de l'appel à propositions). Pour plus d'informations sur les coûts directs éligibles, voir l'annexe V, point 2.

Subsistence allowance includes meals, on the condition that the eligibility conditions are met (section 11.1.1. (b) of the Call for proposals). For further information on eligible direct costs please see Annex V(2).

Question 26

We have two of questions regarding 'Support for information measures relating to the common agricultural policy' (CAP) for 2018 (2017/C 339/07)

1) Is advertising space a legal expenditure in the project? As a media publisher we plan to use our own space for communicating the topics, so can we use the cost of the space in the project?

For example if the cost of a full page advertisement in a daily newspaper costs 15.000 Euro to an outside advertiser, can we use the same cost in the project? The cost relates to online and print media.

As a media agency we plan to purchase **other media's space** to communicate the messages, for example radio or magazines. Can we use those as expenditure?

2) Part 6.2 B. Do **both parts** have to be met or **EITHER/OR**

The information measures should be implemented:

- at multiregional or national level;
- at European Union level (in at least two Member States).

Answer:

1) The Commission cannot prejudge the eligibility of the activities. For detailed information please see section 6.2. of the call for proposals (2017/C 339/07) : "Eligible activities and implementation period under this call for proposals".

2) The information measures should be implemented either at multiregional or at national or at European level (in at least Two Member states). These are alternatives.

Question 27

Con riferimento alla "Call for proposals - 'Support for information measures relating to the common agricultural policy' (CAP) for 2018" chiedo un chiarimento rispetto alla compilazione dei documenti richiesti, come indicato a pagina 22 del bando:

Il bando cita tra i documenti da presentare e compilare:

- 1) il Modulo di domanda (con l'elenco dei documenti da fornire), qual è l'elenco dei documenti da allegare?
- 2) il Modulo di relazione finanziaria e tecnica? quale è?

Infine chiedo:

3) In-kind contribution: sono i costi inammissibili come da bando (pag.17, capitolo 11.2, i)? che valore viene attribuito loro in fase di valutazione? come vanno rendicontati?

Answer:

1) Before sending your application, please check that you have included all documents which have been mentioned in the checklist which you can find in the end of Annex I available on our website.

2) Please see Annex IV (Technical report) and Annex V (Financial statement).

3) For contributions in kind from third parties please see section 11.2. j) and 11.4. of the call for proposals. Contributions in kind are regarded as non-financial resources made available free of charge by third parties (e.g. volunteer work, providing a meeting room for free). In-kind contributions

shall be presented separately in the estimated budget to reflect the total resources allocated to the information measure (see Annex III, Tables 2 and 3).

The eligibility conditions are assessed at the evaluation phase, not through the Q&A during the submission phase. Please see section 6. of the call for proposals (2017/C 339/07) for further information.

Question 28

Can you please provide an example or definition of Benefit in Kind in relation to the Budget table relating to the call for proposals.

Answer:

For contributions in kind from third parties please see section 11.2. j) and 11.4. of the call for proposals. Contributions in kind are regarded as non-financial resources made available free of charge by third parties (e.g. volunteer work, providing a meeting room for free). In-kind contributions shall be presented separately in the estimated budget to reflect the total resources allocated to the information measure (see Annex III, Tables 2 and 3).

Question 29

We are preparing a proposal for the call PAC 2018 of Information measures. And we have several doubts

1. If we want to send the proposal in Spanish, do we have to fill in the same form? Or we can translate your form so that both the titles of the same and the content are in the same language (if the form exists in Spanish we would like you to provide it to us).
2. Problems with the internal structure of the project since the translation of English (it is not our mother tongue). This is due to the fact that several of the points to be developed are repeated several times throughout the project.

That is why I send you the index that we have integrated in order that you can tell us if the structure fits with what you ask. – INDEX deleted –

3. We would like to know if modification to the application is allowed once the proposal has been awarded detailing the level of funding.

Answer:

1. and 2. Please note that the application for a grant under call for proposals (2017/C 339/07) concerning information measures relating to the common agricultural policy is available only in English.

Nevertheless, as mentioned in the section 5 of the call, applications must be drafted in one of the EU official languages. But in order to facilitate prompt processing of applications, applicants are encouraged to submit their application in English, French or German.

3. According to the section 14 of the call, no modification to the application is allowed once the deadline for submission has elapsed.

The eligibility conditions are assessed at the evaluation phase, not through the Q&A during the submission phase. Eligible applications will be assessed on the basis on the criterion mentioned in the sections 5, 6, 7, 8 and 9 of the call. In the event of a grant awarded by the Commission, a grant agreement, drawn up in euro and detailing the conditions and level of funding will be sent to the applicants. **A model of the grant agreement** is available on our webpage.

Question 30

With reference to the staff cost, does the condition “equivalent appointing act and assigned to the information measure” (set in article 11.1.1 letter a) also include the situation in which the applicant has a service contract with a company (not a temporary agency) whose employees regularly work for the applicant on payment of an invoice issued by this company?

Answer:

Staff provided by a work agency implies a contract between the beneficiary and the agency. This would qualify typically as a purchase of service or subcontracting. Consequently, such costs would not be eligible as personnel costs. However they could be charged under other budget categories (e.g. subcontracting) if they comply with the eligibility conditions.

Question 31

I would like to ask two questions about the call 'Support for information measures relating the CAP for 2018"

- Is co-finance needed?
- It is possible to say anything about the chance of success of an application?

Answer:

1. Please see section 11.3.1. relating forms of the grant and section 11.4. relating balanced budget of the call for proposals.

The maximum grant is EUR 500 000. For information on reimbursement of costs actually incurred please see section 11.3. of the call for proposals: "Forms of the grant". The grant will be defined by applying a maximum co-financing rate of 60 % to the eligible costs actually incurred as mentioned in section 11.3.1.

For further information on co-financing please see section 11.4. of the call for proposals.

2. The eligibility conditions are assessed at the evaluation phase, not through the Q&A during the submission phase. Please see section 6. of the call for proposals (2017/C 339/07) for further information.

Question 32

We kindly ask your feedback on the following points:

1. The information measures of the project can be implemented in 1 European Country only? Or shall be implemented in 2 European Countries at least ?

2. As supportive documents from a private entity (e.g. NGO), which documents shall be submitted to EU among the following ones:

- extract from the official journal,
- copy of articles of association,
- extract of trade or association register,
- certificate of liability to VAT

Answer:

1. The information measures should be implemented either at multiregional or at national or at European level (in at least Two Member states). These are alternatives.
2. Before sending your application, please check that you have included all documents which have been mentioned in the checklist which you can find in the end of Annex I available on our website: https://ec.europa.eu/agriculture/grants-for-information-measures_en.

Question 33

I would like to know what is the minimum funding limit. In the call I found the maximum limit (€ 500.000,00), but not the least.

Answer:

There is no minimum limit.

Question 34

Je vous sollicite pour obtenir des réponses concernant le nouvel appel à proposition 2017/C 339/07.

Nos interrogations sont les suivantes:

1. Dans l'annexe III relative au budget, qu'entendez-vous par apports en nature ("in-kind contributions")? Nous allons par exemple présenter un événement dont l'entrée sera payante pour le public, est-ce que cela rentre typiquement dans cette catégorie?
2. Est-ce que la limite de 500k€ de subvention est fixée à partir de 60% ou 67% des dépenses éligibles?
3. Enfin, une question plutôt relative au fond : est-ce que la duplication des événements, que nous planifions dans le cadre de cet appel, sur l'ensemble des départements de l'Occitanie vous semble une option intéressante pour communiquer autour de la PAC?

Answer:

1. Pour les contributions en nature, voir la section 11.2. j) et 11.4. de l'appel à propositions. Les contributions en nature des tiers sont considérées comme des ressources non financières mises gracieusement à la disposition par des tiers (par exemple, le travail bénévole, la mise à disposition d'une salle de réunion à titre gratuit). Les contributions en nature sont présentées séparément dans le budget prévisionnel pour mettre en évidence le total des ressources allouées à l'action d'information, voir l'annexe III, tableaux 2 et 3.
2. 500.000,-€ est la contribution maximale de l'Union, quel que soit le taux de cofinancement. Voir aussi section 11.3.2. *Montant forfaitaire* de l'appel à propositions.

3. Les conditions d'éligibilité sont évaluées lors de la phase d'évaluation, et non dans le cadre des questions-réponses pendant la phase de soumission. Veuillez consulter la section 6.2. de l'appel à propositions (2017 / C 339/07) pour plus d'informations.

1. For contributions in kind from third parties please see 11.2. j) and 11.4. of the call for proposals. Contributions in kind are regarded as non-financial resources made available free of charge by third parties (e.g. volunteer work, providing a meeting room for free). In-kind contributions shall be presented separately in the estimated budget to reflect the total resources allocated to the information measure (see Annex III, Tables 2 and 3).

2. The 500k€ is the maximum Union contribution, irrespective from the co-financing rate. Please also see 11.3.2. *Flat-rate* of the call for proposals.

3. The eligibility conditions are assessed at the evaluation phase, not through the Q&A during the submission phase. Please see section 6.2. of the call for proposals (2017/C 339/07) for further information.

Question 35

Annex report missing and clarifications on Form 3 terminology

With reference to the call for proposal "Support for information measures relating to the common agricultural policy (CAP) for 2018", I am writing to ask for clarifications related to the section "Expected results at the end of the action" of Form 3.

An annex "report" is mentioned as a potential reference guide but, unfortunately, I am afraid it is not available on the call webpage.

Finally, could you please provide a definition of the terms "deliverables" and "benchmarks" as used in the same section?

Answer:

An annex "Report" mentioned in Form 3, B.2 refers to the Model Technical Implementation Report (Annex IV). The expected results must be concrete, realistic and quantified as far as possible.

Question 36

L'articolo 6.1 dell'avviso recita "**Entità affiliate**"

Le persone giuridiche aventi con i richiedenti un rapporto giuridico o di capitale che non è limitato alla misura di informazione né instaurato al solo scopo della sua attuazione (ad esempio, aderenti a reti, federazioni, sindacati) possono partecipare a tale misura in qualità di entità affiliate e possono dichiarare costi ammissibili secondo quanto specificato alla sezione 11.2."

A tal proposito, e nel rispetto di quanto sopra previsto, le entità affiliate possono dichiarare costi ammissibili nel rispetto della sezione 11.2 che però riguarda i costi non ammissibili. Si tratta quindi di un errore?

Answer:

A corrigendum has been published on our website on the 5th December 2017. The reference to the eligible costs should be section 11.1. instead of section 11.2.

Question 37

Dans le cadre de l'appel à projet sur les actions d'information dans le domaine de la PAC 2018, il est indiqué au point 6.2 B que les actions doivent être mises en œuvre - au niveau multi régional ou national - au niveau de l'UE dans au moins 2 états membres.

Faut il remplir les 2 conditions à la fois ou est il possible de présenter un projet dans un seul pays: la France en l'occurrence ?

Answer:

Il convient que les mesures d'information soient mises en œuvre au choix: soit au niveau multirégional, soit au niveau national, soit au niveau de l'Union européenne (dans ce cas, au moins auprès de deux Etats membres).

The information measures should be implemented either at multiregional or at national or at European level (in at least Two Member states). These are alternatives.

Question 38

J'ai une autre question qui concerne le form 3, point 2.4 "Financial and operational capacity of the applicant". Il est demandé ceci : "Please provide the information required under chapter 8 of the Call of proposals (2017/C339/07)". Quelles sont les informations demandées? Pourriez-vous m'indiquer où trouver ce chapitre 8?

Answer:

Veuillez vous référer à la section 8 en page 14 de l'appel à propositions.

Please see section 8, page 14 of the call for proposals.

Question 39

I have two questions regarding the "Support for information measures relating the CAP" call for 2018.

- Do we have to hand the originals of the documents that must be signed?
- Is the renting of a car (needed due to some activities' logistics) an eligible cost?

Answer:

1. For information on the submission of proposals please see section 14 of the call for proposals.

2. In accordance with section 11.1.1. b) of the call for proposals, costs of travel and related subsistence allowances are regarded as eligible direct costs provided that these costs are in line with the beneficiary's usual practices on travel. Please also see Annex III Budget, Table 1 (B.3).

Question 40

Avrei bisogno di sapere se l'Annex V deve essere compilato ed inviato insieme agli altri allegati o possiamo farlo anche in seguito?

Do I need to know if Annex V has to be compiled and sent with others or can we do it later?

Answer:

Before sending your application, please check that you have included all documents which have been mentioned in the checklist which you can find in the end of Annex I.

Annex V refers to the model financial statement that has to be send with the request of interim / final technical and financial report.

Question 41

1) In caso di progetto multi regionale/nazionale, l'applicant si appoggerà a delle collaborazioni con altri enti per specifiche attività, creando delle partnership informali (essendo mono-beneficiary). Dato che, alla fine, questi enti fattureranno all'Applicant, possiamo già allegare le lettere d'impegno (informali) con la specifica delle attività che ogni ente svolgerà nell'ambito del progetto? È sufficiente o dobbiamo includere altro? Al paragrafo 6.1 non viene esplicitata tale casistica.

2) In caso di Ente affiliato le spese a lui imputabili concorrono al cofinanziamento dell'Applicant del 40%?

3)A pagina 10 paragrafo 6.1 Entità affiliate si cita:

“Le persone giuridiche aventi [...]possono partecipare a tale misura in qualità di entità affiliata e possono dichiarare costi ammissibili secondo quanto specificato alla sezione 11.2.”

La sezione 11.2 riguarda i Costi Non ammissibili mentre è la sezione 11.1 che riguarda i Costi ammissibili ... è un refuso?

Answer:

1) The eligibility conditions are assessed at the evaluation phase, not through the Q&A during the submission phase. Please see section 6.1. of the call for proposals (2017/C 339/07) for further information.

2) Affiliated entities may declare eligible costs in accordance with the conditions of the Call. Those costs will be taken into account for the co-financing of the action.

3) A corrigendum has been published on our website next week. The reference to the eligible costs should be 11.1. instead of 11.2.

Question 42

With reference to the call for proposals 'Support for information measures relating to the common agricultural policy' (CAP) for 2018, I kindly ask your feedback to the following questions:

In the par. 6.1, it is specified "If affiliated entities take part in the information measure, the application shall contain the written agreement of the affiliated entities".

In the form 2 (Annex i), the affiliated entity shall sign to participate in the project "I, the undersigned, hereby agree to participate in the information measure "Title" and to assume the responsibilities of an affiliated entity".

Question: Does the required written agreement correspond to the form 2 of the Annex i (AFFILIATED ENTITIES ? or the written agreement is a separate document to be signed by the applicant and one affiliated entity?

Answer:

If they are affiliated entities, they must fill in the Form 2 of the application and also the declaration on honour for the exclusion criteria.

As mentioned in form 2, if affiliated entities take part in the action, the application shall:

- contain the written agreement of the affiliated entities (see at the end of the form 2 "Affiliated entity's Statement");
- specify their role in the implementation of the action;
- provide all the relevant supporting documents allowing verification of their complying with the eligibility and non-exclusion criteria set out in this call for proposals.

With reference to both par. 6.1 i) and ii)

Question: Does the juridical affiliation occur between two legal entities, in the case of the Applicant as a "charitable foundation" and the proposed affiliated entity as a "limited liability company" whose legal representative is one of the founder of the charitable foundation and also sits (by statute) in the board of the directors of the charitable foundation ?

Answer:

Please see section 6. ELIGIBILITY CRITERIA of the call for all information related to affiliated entities.

For information on eligibility of costs of entities affiliated to the beneficiary, please also see the Model Grant Agreement, Annex II (Article II.21).

If the Special Conditions contain a provision on entities affiliated to the beneficiary, costs incurred by such an entity are eligible, if:

- (a) they satisfy the same conditions under Articles II.19 and II.20 as apply to the beneficiary; and
- (b) the beneficiary ensures that the conditions applicable to it under Articles II.4, II.5, II.6, II.8, II.10, II.11 and II.27 are also applicable to the entity.

Question 43

1. Can an organisation such as ours advertise or have actions take place in another country for example if we were to take out an advert in [...], or do a pan-European survey despite being a company trading solely in [...]?

Answer: Please see section 6.2 of the call concerning eligible activities.

Is it possible for us to undertake this action without including other organisations? Is it also ok for us to subcontract work to companies in other member states such as a survey data collection company or advertising space provider etc.

Answer: Please see section 6 of the call relating to eligible applicants.

2. We propose to sponsor a prize at a [...] as part of the action, is sponsoring a prize allowed under this call for example: Student with Best Project promoting digitation of Agriculture?

Answer: The eligibility conditions are assessed at the evaluation phase, not through the Q&A during the submission phase.

3. In Annex II (a) Personnel costs is there a maximum budget set out for staff costs? The Annex II refers to the general conditions of the model grant agreement.

Answer: There is no ceiling. However, proposals will be assessed on the basis of the relevant evaluation criteria.

4. In Annex II 8.1 you refer to the "RAO" can you please tell us what this stands for?

Answer: RAO refers to the Responsible Authorising Officer.

5. In the budget table section (b) you mention travel costs and in Annex II you mention under "Eligible direct costs" II 19.2 that (b) travel will be paid in accordance to the beneficiaries usual practices on travel, as we are an organisation promoting farming many of the festivals and events we propose to go to for example our proposed open farm events will involved 1000's of km's of mileage in private cars by staff as these routes are not accessible by public transport.

It mentions that "costs of travel provided they are in line with the beneficiary's usual practices on travel will be covered" our usual practice is to pay a per km mileage rate to staff to attend each of these events throughout the campaign. Is it possible for us then to include estimated mileage costs for staff to each of the proposed events/activities that are not accessible by train/bus? We can provide supporting documents on how we calculate our mileage rates.

Answer: For information on eligible direct costs see section 11.1.1. b) of the call for proposals and Annex III Budget, Table 1 (B.3) and Annex V(2).

6. You mention city bus, tram and taxi will not be eligible for urban events but these are the only methods of transport for many of these events? Do you have any city based transport that is covered? For example our event at [...] is accessible for most staff and guests by tram only.

Answer: Transport within a city is not a "travel" cost, therefore it is not eligible cost (section 11.1.1. b) of the call). However such costs could be covered under the "subsistence" costs, provided that the eligibility conditions are fulfilled.

7. In Annex II Article 11.1 you mention in (a) subcontracting must not cover "core tasks" can you please define these? For example we want to subcontract our public relations requirements to a professional who is an expert in agri-communication, would an action like this be eligible or is public relations seen as a "core task"?

Answer:

The eligibility conditions are assessed at the evaluation phase, not through the Q&A during the submission phase. Please see section 6. of the call for proposals for further information.

According to Annex II, Article II.11.1 (b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation ensuring that such subcontracting does not cover core tasks of the action. We do not have a definition of "core" tasks.

Applicants should bear in mind that they will be selected -inter alia- on their capacity to implement the action, therefore having large recourse to subcontracting could hamper their proposal.

8. In the budget table for the measure under "Personnel costs" as the estimated budget is submitted now and the action takes place from May 2017 many staff may be entitled to pay rises by the time the action is due to be implemented, if this occurs are we in a position to implement higher staff costs into the budget?

Answer: For further information please see Article II.22 Budget transfers of the Annex II – General conditions. Please also see Article I.12 of the Draft Model Grant Agreement - Special provisions on budget transfers. Budget transfers to the budget category 'personnel costs' are limited to 10% of the amount of the budget category 'personnel costs'.

9. In "Benefit in Kind" table, if this is not something we are getting from any stakeholders, private entities etc. is it suffice to write n/a if we don't receive any?

Answer: Yes.

10. In Form 1, section 2.4 we have broken down the content as per the subheadings as published in Form 1 of the 2016 call for proposals, is it sufficient to present the content in this way?

Answer: Please use the documents available for this exercise and not the previous ones.

11. Annex V 2 - Staff in [...] are paid in varying ways: some fortnightly and some monthly. Is it ok to use days in our estimated budget table to show personnel costs?

Answer: Please fill in the form correctly, the Annex III Budget (Table 1) - Estimated budget of the action, A Personnel costs (per day/month). According to the Annex V.2, the supported documents relating costs of personnel have to be timesheets or any equivalent time recording tool employed by the beneficiary and its affiliated entities aiming to reconcile the actual time (hours, days, months) dedicated to the project with the one claimed.

12. Annex VIII just says “non applicable” when I download the pdf, is this correct or is there a newer version of same?

Answer: Annex VIII refers to the max accommodation costs (hotel) accepted by the Commission. Annexes VI and VII are the ones that are not applicable.

13. In the “Rent” section of the budget table is it ok to add in the space “Rental of farm holding for open farm” and “Rental of floral arrangements, props, room décor”, “Rental of exhibition space” as subheadings? So we can further explain what we are renting under these subheadings?

Answer: This will be checked at the evaluation phase, not through the Q&A during the submission phase.

14. In the Tables 1 – 3 under “revenue from the action” as no profit will be made is this table relevant? Please see questions relating to table below in red.

Estimated revenue of the action (Table 3)

Revenue	Amount
Receipts – we won’t have any receipts till the action is complete is this a heading or are they required?	
Requested EU grant*	#REF!
Income generated by the action	0 – All our events are free of charge
Financial contributions from third parties earmarked to the eligible costs	<p>Is this section where we put any contributions to co-financing for example 20,000 support from a patron?</p> <p>Answer: The difference refers to a financial contribution given by a third party specifically to be used for the action (i.e. money given as a donation to a beneficiary specifically for an activity covered by the GA).</p>
Other revenue	
Financial contribution of the beneficiary (own resources)	<p>Is this the amount [...] will pay to co-finance the campaign i.e the 40% which is not financed by the EU commission?</p> <p>Answer: yes, all or part of it.</p>
Other financial contributions from third parties	<p>Can you please explain the difference between this revenue and “Financial contributions from third parties earmarked to the eligible costs” as any money from third parties requested by [...] will be for support of the communication campaign.</p> <p>Answer: The difference refers to a financial contribution given by a third party specifically to be used for the action (i.e. money given as a donation to a beneficiary specifically for an activity covered by the GA).</p>
Contributions in kind	
Contributions in kind	If these aren’t received do we just put in 0 ? We do not get contributions in kind for any of our work generally.
Total revenue (= 4 of Table 2)	0.00

Please see questions below in red relating to table 2

Estimated expenditure of the action (Table 2)

	Expenditure	Amount
1	Total eligible costs *	#REF!
2	Other costs of the action	<p>Can you please define what other costs are?</p> <p>Answer: we have no such definition.</p>
3	Value of contributions in kind **	<p>Is this value taken into account in the amount of the action calculated on our grant application letter?</p> <p>Answer: This value is part of the estimated total expenditure and total revenue of the action and should be mentioned in the relevant budget tables, if applicable.</p>
4	Total expenditure	#REF!

Question 44

Nos surge una duda en cuanto a la capacidad financiera. Si la subvención es superior a 60.000 € tenemos que adjuntar nuestro balance de cuentas, hasta aquí esta claro. Pero ¿este balance de cuentas debe ser positivo obligatoriamente para que la subvención sea concedida?

Translation: We have some doubt regarding the financial capacity. In case of a grant > € 60.000,- a balance sheet has to be submitted: should this balance sheet compulsory be positive in order to be eligible for a grant?

Answer:

According to the section 8.1 of the Call, the balance sheet will allow to the Commission to assess the financial capacity of the applicant ensuring that the applicant has a stable and sufficient sources of funding to maintain the proposed activity throughout the duration of the grant. Please note that the Commission will use the balance sheet together with the rest of the information mentioned in the Call to assess the financial capacity of applicants. This will be part of the evaluation process.