

Questions and Answers

Call reference: EAC/S14/2019

Title: Pilot Project - Measuring the Cultural and Creative Sectors in the EU

Version: 4 of 09/09/2020

Question 1:	Could you please explain to us which parties included in the proposal would have to provide information on their economic and financial capacity, and whether these figures would be summed over all parties involved or judged for each party separately?
Answer 1:	Please refer to point 2 of Annex Va - methodology for assessing the financial capacity of the beneficiaries of grants, which states the entities subject to the examination of financial capacity. The analysis is carried out for all grant applicants, i.e. each individual entity applying to this call, and for the related affiliated entities (if applicable), with some exceptions. Please also refer to the point 8.1 Financial capacity of the call for proposals for more details
Question 2:	Please could you advise as to whether this call is open to UK organisations?
Answer 2:	Please refer to the revised version of the Call for proposals, which now includes information on eligibility of the UK under point 6. Eligibility criteria, paragraph "country of establishment".
Question 3:	The CV to be attached must be in Europass format?
Answer 3:	It is not obligatory.
Question 4:	<p>In the section of the application form: OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION</p> <p>Do we have only to fill in the table concerning relevant project (Project title/sector/amount/ role/budget/dates)?</p> <p>Or do we also have to add a text with description of relevant competences and previous experiences as well as those of the key staff who will be involved?</p>
Answer 4:	In addition to filling in the columns related to "project title/sector/location/amount/roles/budget/dates", please add any relevant description in the column section « Objectives and results of

	the action » at the bottom of the same table.
Question 5:	In the section of the application form: OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION can we also refer to projects carried out by a member of the team (i.e. a physical person, not the applicant organization)?
Answer 5:	Yes. The coordinator should provide: a description of its relevant competences and previous experiences as well as those of the key staff who will be involved in the project (according to their profiles or CVs) as a proof of its capacity to implement the action effectively.
Question 6:	At pp. 17-18 of the Grant Agreement (multi) we see references to "Annex III budget template"; though, we weren't able to find it among the documents uploaded online at https://ec.europa.eu/culture/calls/pilot-project-measuring-cultural-and-creative-sectors-eu . Is there a specific template to follow or are we supposed to develop our own?
Answer 6:	During our website revision, some documents have disappeared from the site. We asked our web team to re-upload them urgently. The Estimated budget Annex III is a template provided by the EC.
Question 7:	It is not clear to us how many years of experience in statistics in the CCS are required for a member in a consortium in order to be eligible. The call states: Pag. 8: "a consortium of which at least one of the members has proven expertise economic data/statistics in the cultural and creative sectors of at least 5 years." Pag. 13: "a consortium, at least one of its members - who will be performing the research - has proven expertise on economic data/statistics in the cultural and creative sectors of at least 5 years, of which at least 2 years in the domain of CCS".
Answer 7:	To be eligible, applicants must be a single entity with proven record of at least 5 years in statistical and economic analysis and/or economic modelling, of which at least 2 years in the domain of CCS. In the case of a consortium, at least one of its members - who will be performing the research - has proven expertise in economic/statistical analysis in the field of CCS of at least 5 years. Corrigendum of the guidelines is published on the call website.
Question 8:	In reference to the legal notice of the financial capacity part (Call, pp. 10-12), does this call fall under the "all other cases" scenario, and therefore the applicant has to "provide a self-declaration signed by the authorised representative", without any necessity of an audit report? Does this self-declaration need to be provided by each of the applicants?
Answer 8:	Yes, this is "all other cases" scenario and the declaration on honour needs to be provided by all applicants.
Question 9:	For a pilot project will be the first of a series of further calls for forthcoming year's i.e. will there be another call in 2021 or 2022?
Answer 9:	It is a Pilot project funded by the European Parliament. Pilot projects are designed to test the feasibility and usefulness of specific activities. They are used to try out different approaches, develop evidence-based strategies, identify good practices, and provide policy

	guidance for the benefit of possible future initiatives. We do not know in advance what projects and actions will be funded in 2021 and 2022.
Question 10:	What is the funding rate for universities?
Answer 10:	The financial contribution from the Commission cannot exceed 90% of the total eligible costs.
Question 11:	The entity who is planning to be the coordinator exists for two decades now. Very recently, it was bought by a new company, thus changing its VAT number. However, the new company inherited all human resources, know-how, client portfolio, etc...from the "old one". Is it possible to apply through this new entity, if it is proven that it inherited all the assets of the "old" organization?
Answer 11:	The entity applying to the call, as described in the legal entity form it will submit, should comply with the eligibility criteria as set out in section 6 - Eligibility criteria of the call for proposals. The entity should also provide evidence of its operational capacity as set out in section 8.2 Operational capacity of the call.
Question 12:	On the guidelines page 8 its written " <i>To be eligible, applicants must be a single entity with proven record of at least 5 years in specialised data/statistical analysis and or economic modelling, of which at least 2 years in CCS, or a consortium of which at least one of its members has proven expertise on economic data/statistics in the cultural and creative sectors of at least 5 years.</i> " On page 13, the definition is slightly different " <i>In the case of a consortium, at least one of its members - who will be performing the research - has proven expertise on economic data/statistics in the cultural and creative sectors of at least 5 years, of which at least 2 years in the domain of CCS;</i> " As it's formulated, it seems the requirements applied to the consortium are higher than if you apply as one applicant.
Answer 12:	The wording on page 13 of the published document "EAC/S14/2019 call for proposals corrigendum" is consistent with the wording on page 8. Operational capacity requirements apply to the consortium as a whole not specifically to the coordinator.
Question 13:	As regards the Financial Capacity, If all the applicants of the consortium don't fall in one of the high risk categories mentioned in the third paragraph of point 3.1 of the Annex Va, will they submit (each) only the Declaration on Honour?
Answer 13:	This call for proposals falls under the high-risk category 'Pilot Project/new activity' under section 3.1 of Methodology for assessing the financing capacity of the beneficiaries of grants. Applicants to this call must therefore provide proof of their financial capacity as well as a Declaration on honour. This requirement is also mentioned in section 2. Financial Capacity – Proof of Financial capacity of the Grant application form.
Question 14:	In the checklist attached at the "standard grant application form" it is mentioned "the copies of activity reports of the coordinator organisation for the previous year". What is it? Is a format foreseen or is it only a free description? It is necessary for this call or not?

Answer 14:	We confirm that the coordinator should provide activity reports. Certain companies, depending on their legal structure and size, are obliged to present an annual activity report together with their annual accounts. The activity report is not a purely financial report but contains, besides a small financial part, mainly an overview of all activities performed by the company during one year. The activity report does not have a fixed template.
Question 15:	Does the Economic and financial capacity analysis, including balance sheet and profit and loss accounts, be filled only by the coordinator?
Answer 15 :	In the case of a consortium applying, the coordinator, members of the consortium and affiliated entities -if any- should fill in the Economic and Financial capacity analysis form including balance sheet and profit and loss accounts.
Question 16:	As a pilot project with the features described in point 8.1 of the call and 3.1 of annex Va, could you please confirm that each one of the applicants forming a consortium will need to provide a financial analysis (annexes Va-Vb)?
Answer 16:	see answer 15
Question 17:	In the grant application, part II-Operational and Financial Capacity, descriptions related to competencies and previous experiences (projects included) need to be compiled by each applicant. The "Checklist for applicants", at the end of the same document, requires "copies of activity report" ONLY from the coordinator. The call, point 8.2, requires "an exhaustive list of previous projects and activities performed and connected to the policy field" that needs to be provided by "the consortium as a whole". According to this, could you please clarify if these sections refer all to the same information and if each one of the applicants needs to present an activity report?
Answer 17:	The sections do not refer to the same information. In part II Operational and Financial Capacity of the grant application form, Point 1 Operational capacity should show how the consortium as a whole meets the requirements in 8.2 Operational capacity of the call through the experience and competencies of each entity forming the consortium. The "exhaustive list of previous projects and activities performed and connected to the policy field" is part of this assessment. Please see also see answer 14 on the subject of the activity report.
Question 18:	Can you please confirm that the "Model Financial Statement" named as "Annex V: Final Financial Statement" is related ONLY to the Grant Agreement and has no connection with Annexes Va and Vb for the application?
Answer 18:	The Model financial statement is only a reference document at this stage of the procedure. It will become an annex to the grant agreement.
Question 19:	Can you please explain the content of the document "Tips and tricks - list of supporting documents for call"? Is this document needed only to support the writing of the budget form?
Answer 19:	The document "Tips and tricks - list of supporting documents for call" is only a reference document at this stage. It will become an annex to the grant agreement. It is not linked to Annex III – Estimated budget

	of the action.
Question 20:	Given the COVID 19 pandemic, we wonder why there is no mechanism to submit the application online. Is there the possibility to submit the application via the online portal? or digitally by any other means?
Answer 20:	There is no existing online portal for submission of proposals under this call. Submission by email only does not comply with the Financial Regulation requirements to guarantee security and confidentiality when submitting proposals.
Question 21:	a) Supporting documents proving the official establishment of the organisation, including the full legal title, the registration number, address and the date and place of registration of the organisation. Is it necessary to translate this document (or part of it)? b) Activity Report: is it enough to translate the main points of the last activity year?
Answer 21:	a) Documents proving the official establishment of the organisation can be provided in their original language. b) the activity report does not have to be translated.
Question 22:	In the application form, point "INFORMATION ON THE ACTION FOR WHICH THE GRANT IS REQUESTED". Is it possible to submit the description on the action in a separate document to allow for better formatting with graphs and tables?
Answer 22:	Yes
Question 23:	Proof of financial capacity: can you clarify if it is enough to submit the declaration on the honour when falling into one of the high-risk categories listed in document "METHODOLOGY FOR ASSESSING THE FINANCIAL CAPACITY OF THE BENEFICIARIES OF GRANTS " 3.1
Answer 23:	See answer 13
Question 24:	Given the heightened risk of infection through the exchange of physical objects and the restrictions on travel due to COVID, in case of a consortium submitting the proposal does the consortium leader have to request all partners around Europe to send him original signed documents (eg Mandate letter, declaration of honour etc.) in order to submit them as part of the "original version" of the proposal? Alternatively, would a printout of the scanned documents (that includes the signature) be enough?
Answer 24:	Scanned version of the signed documents are accepted at the submission stage.