Frequently Asked Questions (FAQs)

concerning the call for proposals "ERASMUS for young entrepreneurs" ENT/ERA/10/411

1. **Is this call for proposals open for entities established in all countries participating in the Competitiveness and Innovation Programme (CIP) of the European Commission?**

This call for proposals is not financed under the CIP, but a different funding string of the European Union's budget. Therefore, only entities established in an EU Member State are eligible for participation.

2. **We are a semi-public, non-profit business support agency, owned by a regional government and municipalities. Are we eligible to become an Intermediary Organisation in "Erasmus for Young Entrepreneurs"? Which organisations are currently involved in this programme?**

Any entity, established in an EU-Member State which fulfils the eligibility criteria set out in chapter 5 of the call text can participate in the present call. An overview of the current national contact points can be found at: www.erasmus-entrepreneurs.eu

Please understand that, without having all background information and in order to ensure a fair and equal treatment of all potential applicants the Commission cannot make individual assessments on the eligibility of entities.

3. **How and when can we apply to join the network of Intermediary Organisations in "Erasmus for Young Entrepreneurs"?**

The call for proposals no. ENT/ERA/10/411 was recently published; you may submit proposals until 28 June 2010. All documents you might need to complete your application can be found here:

http://ec.europa.eu/enterprise/newsroom/cf/itemlongdetail.cfm?item_id=4258&tpa_id=174&lang=en

4. **Which are the main changes in the financing conditions for the IOs with respect to the previous call for proposals of Erasmus for Young Entrepreneurs?**

The main changes in the financing conditions for the IOs regard the deletion of the two ceilings applicable to the maximum eligible costs. In the 2008 and 2009 calls for proposals, the eligible costs were accepted up to the lowest of these two amounts:

- 50% of the total amount paid as financial assistance to the New Entrepreneurs
- the result of applying the following ceilings per relationship:
    – 900 EUR per succesfully matched relationship within the consortium

- 600 EUR per succesfully matched relationship for which the beneficiary only provided the host entrepreneur
- 300 EUR per succesfully matched relatonship for which the beneficiary only provided the new entrepreneur.

In the call for proposals 2010, the eligible costs will be accepted on the basis of the effort invested and the achiement of the objectives.

The co-financing rate of the eligible costs is 90%. The maximum funding for partnerships is 180 000€ and for individuals is 150 000€.

5. Where can I find the submission set and other documents to complete a proposal?

The submission set and any other document you might need to complete a proposal can be found in the download section of: http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/

6. We are a semi-public, non-profit business support agency, owned by a local government and municipalities. Can we submit a proposal without other partner organisations?

If your organisation fulfils all eligibility criteria as laid out in chapter 5 of the call text, you may submit a proposal as an individual organisation (without partners).

Please understand that, without having all background information and in order to ensure a fair and equal treatment of all potential applicants the Commission cannot make individual assessments on the eligibility of entities.

7. The one of the deliverables as per the call text shall be the involvement of 50 to 70 entrepreneurs in successful relationships. If applying in a consortium with another partner organisation, does this mean that each partner should plan to involve 25 to 35 entrepreneurs (HEs and NEs)?

Indeed, the involvement of 50 to 70 entrepreneurs in a successful relationship is a deliverable per proposal, i.e. if the application is submitted by a consortium, the consortium as a whole shall reach this target.

8. For the description of the work packages referred to in annex 5 of the call text, do we need to fill in a specific form or use a normal word document?

You are not obliged to us a specific form, but should provide the same information as required in annex 5.

9. The procedure for setting up a relationship as laid out in the call text includes a pre-financing to the NE before the start of the relationship of min. 50% of the agreed financial support. Is such prepayment mandatory?

Indeed, a pre-financing of min. 50% of the agreed financial support to the NE is mandatory for IOs.

10. What should be the minimum and maximum of age of the entrepreneurs who wish to apply to the call for proposals ACTION ENT/ERA/10/411 - ERASMUS for young entrepreneurs?

There are no limitations in terms of age concerning participating entrepreneurs apart from the fact that participants should be of full age. "Erasmus for young entrepreneurs" targets "young entrepreneurs in the meaning of (wannabe-) entrepreneurs in an early stage of entrepreneurial activity.

11. Is there a specific Guide for Submission to be used, as it happens with certain CIP Calls? Or should we use the General Guide?

The general Guide for Submission should be used. It can be downloaded at:
http://ec.europa.eu/enterprise/contracts-grants/files/call-for-proposals/guide_for_submission_en.pdf

12. I need to know if a local public entity could be now an eligible applicant, according to the current call for proposals.

A local public entity is an eligible applicant, provided that it complies with the conditions stated in chapter 5, point 2 of the text of the call for proposals.

13. Do all the partners of a consortium need to be Intermediary Organisations, or is it possible to foresee a partner not involved in organizing exchanges but having a role of quality control, guidance, co-ordination?

The objectives and deliverables required by the call for proposals are defined on a proposal level. Therefore, as far as the proposal includes all the elements required, there is no pre-defined set-up for the applicant's roles.

However, your attention is brought to the evaluation criteria defined in Annex 3 and more specifically to criterion 5.

14. Is there any link, as in the first and second cycle of the programme, between the number and type (intra/inter consortia) of successful relationships and the operational costs recognised to the IOs?

The ceilings defined in the first and second cycle of the programme have disappeared. The operational costs accepted as eligible will depend on the effort spent and the objectives achieved.

15. In the call it is asked the number of entrepreneurs to be involved and not the number of matchings to perform. Moreover there is no question about how many relationships will happen outside the Consortium with other Ios. Do we have to clarify these objectives or not?

The objectives and deliverables should make reference to the number of entrepreneurs involved in a successful relationship. This is equivalent to the number of matchings performed, as any IO only deals with a "half" of a relationship.

For this call, there is no specific requirement of relationships inter or intra consortium. No specification is therefore required.

16. The information of the call has been published in English. Is the information of the call available in other languages?

The information of the call is only available in English.

17. One of the deliverables of the proposals under Lot 1 is "participating in five networking meetings in Brussels". Does each entity participating in the project have to send one participant to each of the meetings?

The deliverables of the proposals are defined at proposal level. Participation in the networking meetings should be defined in the proposal, however, the specific organisation of this participation can be decided by the applicants.

18. Are the costs of the participation in the Networking meetings to be included in the travel costs?

The costs for travelling to the networking meeting should be included in the travel costs. Other costs associated (e.g. personnel costs) should be included in the corresponding categories.

19. The text of the call foresees that at least 5% of the total cost of the action must be covered by co-financing other than contribution in kind. Does this mean that the other 5% should be covered by a financial contribution made by a third party (taking into account that the co-financing rate is 10%)?

A contribution in kind is defined as any resources made available to an entity free of costs. An example of this (to be found in the Guide for Submission, page 30) would be voluntary work. The call foresees that at least 5% of the total costs must be covered by co-financing other than contribution in kind. This does not mean that this contribution has to be financial, but it can be, e.g., costs of personnel or of equipment.

For further information, you can consult the Guide for Submission, chapter VI.16.

20. Are those young entrepreneurs who continue their father's company eligible for participating in the exchange periods abroad? The entrepreneur is new, but not the company.

Indeed, the new entrepreneurs who are taking over a family business are eligible to travel. The maximum experience should be regarded as experience as entrepreneur, which in this case the New Entrepreneur would not have.

21. For calculating the budget, do we need to specify the number of people going from one country to another?

It is impossible to specify in the proposal the number of people going to a given country, as this will depend on the wishes of the New Entrepreneur and the availability of Host Entrepreneurs. For calculating the budget, it is advisable to use averages, based on the ceilings annexed to the call.

22. Where should the subsistence costs of people in mobility be assigned?

The costs associated to the mobility activities (travel, accommodation and subsistence paid to the New Entrepreneurs) should be assigned to the Miscellaneous Costs (Form B/1.2D).

23. Regarding the answer to FAQ 4: "In the call for proposals 2010, the eligible costs will be accepted on the basis of the effort invested and the achievement of the objectives", can the IO rely on getting 90% funding for:

- **a) Costs related to events to inform about the programme?**
- **b) Travels necessary for the IO function?**
- **c) Hardware necessary for the IO function?**
- **d) A minimum of hours/wages? (and above that it would depend on how many matches are made?)**

The maximum financial contribution from the Commission is 90% of the total eligible costs incurred by the beneficiary, with a limit which will be stated in Article I.4.3 of the grant agreement. This amount will depend on the budget allocated but will have an absolute maximum of €180 000 for partnerships and €150 000 for individual applications.

The calculation of the final grant will be done in accordance with articles II.15.4, II.17.1 and II.17.5 of the grant agreement, by applying 90% to the total accepted eligible costs.

24. We would like to submit an individual application to the call for proposals. However, for the implementation of the relations we need to cooperate with other IOs. Are we supposed to indicate the IOs to be contacted in the proposal?

The Intermediary Organisations steaming from this call will be included in the programme website and will have access to the Erasmus for Young Entrepreneurs IT tool. Interaction with other IOs will be done via this tool and via the networking meetings organised in Brussels.

25. Should the proposal be submitted in English. French or German?

No, the proposals can be submitted in any of the official languages of the European Union.

26. We would like to know if there is a financial framework for the programme for eligible costs.

The financial framework for the programme is defined in the call documents (call for proposal and annexes).

27. We would like to know how to calculate a budget. Could you give an example?

You will find an example of budget calculation in the presentations given at the Information Day, which can be downloaded, including the web streaming recording, at: http://ec.europa.eu/enterprise/newsroom/cf/itemlongdetail.cfm?item_id=4258&lang=en

Please understand that, in order to ensure a fair and equal treatment of all potential applicants, the Commission cannot individually assist in budget preparations.

28. Is there a more positive evaluation for a partnership (consortium) proposal that for an individual proposal?

The evaluation criteria are the same for individual applications than for partnerships.

29. Is the geographical coverage an evaluation field for individual proposals?

The geographical coverage is included under the "Relevance" evaluation criterion, both for individual proposals and for partnerships. The evaluation criteria are the same for individual application than for partnerships.

30. In the call text it says it is expected to the IO to link from 50 to 80 entrepreneurs (either NE or HE). Is 50 the minimum for individual IO's as well?

The conditions of the call are applicable in the same terms for individual applications and partnerships, except where specifically indicated that a different condition applies.

31. The objective is that each entity, at the end of the period of 21 months, will have involved 50 entrepreneurs, either New or Host, in a successful mobility. What would happen if we have not got to this objective at the end of the project?

One of the deliverables of the proposal is "involving approximately 50 to 80 entrepreneurs in a successful relationship, either as New or Host Entrepreneurs". The call text also indicates that "The assessment of the deliverables and the subsequent acceptance of efforts and costs claimed by the participants will be done on the basis of the achievement of the objectives stated in the proposal."

At the end of the project, an assessment of the results achieved and the effort spent during the implementation will be done. If suitable, an extension of the duration of the project could be envisaged.

The calculation of the final grant will be done in accordance with articles II.15.4, II.17.1 and II.17.5 of the grant agreement, by applying 90% to the total accepted eligible costs.

32. Should we limit ourselves to accept applications from residents in our region, and more specifically to the rural population, or can we also accept applications from interested people from the rest of the country, from urban or rural areas?

Even though you can devote your promotion efforts to a specific target group, should you be selected as IO you can and should accept applications from any interested person, as long as they fulfil the participation criteria.

33. 50% of the financial assistance should be paid to the New Entrepreneur before his/her departure. When should the other 50% be paid?

The modalities of payment of the financial assistance are to be agreed between the New Entrepreneur and his/her Intermediary Organisation, as long as these arrangements comply with the call conditions.

34. Is there an on-line tool allowing the search of potential partners for submitting a proposal?

Currently, there is no such a tool for the Erasmus for Young Entrepreneurs Programme.

35. In the Annex 5 Methodology the point e and f refer to other participant and each participant, do we have to consider participant project partners or participant the entrepreneurs involved?

In this context, participant refers to the project partners.

36. Is it forbidden to present a proposal as coordinator and to be partner in another consortium?

Yes, participation in more than one proposal is excluded.

37. In the evaluation grid importance is given to the capacity of granting equal opportunities in accessing and participating to the project for both genders. Is it possible to reserve a % of relationships to women?

There is no disposition in the call against the reservation of a percentage of relationships to any specific group.

38. As an IO we have to set up between 50-80 relationships between NEs and HEs. Our intention would be to send potential NEs from our region to HEs from other eligible countries. So, must be these relationships already be confirmed in advance for inclusion in the proposal?

No, the relationships will arise during the execution of the project.

39. To ensure the minimum number of 50 relationships, is it essential to work in partnership? And in this case: Should these partners be from other countries, e.g. IOs, to ensure the necessary HEs? Or can we only collaborate with national / regional partners from our country?

In this call, applicants can apply both individually and in partnerships. Partners can be from the same or different Member States. The collaboration with the other participants in the action should be ensured in all cases.

40. The User's Guide says: IOs are organised in European Partnerships. These partnerships relate to a consortium, and do we have to define such a consortium in the proposal?

The User’s Guide refers to the conditions of the previous calls. A revised document will be published in the coming months. For this call, the conditions in Chapter 5.2 apply.

41. Could the partners in the Consortium be responsible then to win potential NEs for the project? Would all partners have the same responsibility and funding is split equally?

The applicants are responsible of defining the structure of the eventual Consortium and the allocation of tasks within it.

42. Is the €900 per match separate to and in addition to the €180,000 for a consortium bid?

Applicants should define a budget for their proposal, according to the call conditions**.** The ceilings present in the previous calls for proposals are not applicable for this call. Please see also FAQ 4.

43. Is it right that we as IO of Lot 1 are allowed to subcontract 10% of the entire budget? Is it possible to take a 100% affiliated company as subcontractor? Or would it be possible to settle in-house services as direct costs?

The call for proposals limits the subcontracting costs to 10% of the total budget. Subcontracting should in all cases comply with the conditions stated in the Guide for Submission.

44. Can NEs choose freely with whom to contract (HE) in these actions, as long as the HE is established in another EU MS (or is there some sort of external "matching-procedure")?

Contacts between New and Host Entrepreneurs can be held on a personal basis, however the matchings should be done via the IT Tool, where both entrepreneurs will have to register.

45. What is the role if IO (Intermediary Organisation) in these calls?

The Intermediary Organisations have the role of organising the relationships. The specific tasks are described in the call for proposals.

46. What is the role of SO (Support Office) in these calls?

The support Office has the role of coordinating the activities of the projects selected under Lot 1. The specific tasks are described in the call for proposals.

47. What is the overall maximum EC contribution, for example, to a Finnish NE spending the maximum period (?) at an HE established in the UK?

The maximum amounts to be paid to entrepreneurs per country are described in Annex 6 to the call for proposals. The EC contribution is calculated for the entire project applying 90% to the total accepted costs.

48. Could you please make some examples of the "sources of financial assistance to cover costs related to a stay with a HE other than the Erasmus for Young Entrepreneurs" which are mentioned at page 8 of the call for proposal (paragraph D)?

Examples of such sources could be similar grants from national schemes if these exist. The description of such sources should be part of the proposal.

49. Can young entrepreneurs from Turkey participate in ACTION ENT/ERA/10/411 - ERASMUS for young entrepreneurs programme? Is a Turkish chamber of commerce eligible to sent a proposal ?

Entrepreneurs should have their permanent residence in one of the EU Member States. The Intermediary Organisations should be registered in an EU Member State.

50. Could you please specify what kind of documents you need as "professional references and details of past similar projects" to assess the operational capacity of the partners involved? Do you need CVs in English or it is ok to have them in the country language of the partners?

The proposals can be submitted in any of the official languages of the EU. This applies to all documents included in the proposal. A professional reference could be a mention from a former contracting party or employer mentioning the successful execution of a project with describing details.

51. With reference to the Erasmus for Young Entrepreneurs Programme as Intermediary Organisation (deadline 28/06/2010), SECTION B (document to be provided by partners), it is stated that an external audit report have to be produced for actions where the cost to be financed exceeds 500.000 € and for operating grants of over 100.000 €. What does it mean "operating grants"?

The grants under this call for proposals are "action grants". This paragraph is not directly relevant to this call as the mentioned limit is not reached.

52. In case we are eligible to apply as lead partner, can we participate to another Erasmus for Young Entrepreneurs application, as partner, this time?

Participation in more than one proposal is excluded.

53. Could the project partners be the destination countries for the NEs?

NE should perform the exchanges in a Member State different from their country of residence. As long as this rule is complied with, the entrepreneurs can travel to a country where a partner of the Intermediary Organisation is located.

54. Which is the advantage to involve more partners in the partnership?

There is no predefined advantage of involving more partners in a partnership. This will depend on the specific partnership and the perception of the partners involved.

55. How many people in the staff (per partner) are supposed to work in the project?

It is advisable to dedicate at least one full person to the project. The total number of people dedicated will depend on the objectives aimed at in the proposal.

56. Should we already indicate in the proposal the destination countries for the NEs? If yes, as the maximum monthly amounts change depending on the destination countries, what happens if the partners decide to send an NEs in an other country (not indicated in the proposal)?

The countries of residence will be decided by the NE, not by the partners involved in a project. In the proposal, the number of Nes to be involved should be indicated.

57. The involvement of 50 – 70 entrepreneurs (as suggested in the call) means the involvement of only NEs or both, NEs and HOs?

As indicated in the text of the call, the proposals should aim at involving approximately 50 to 80 entrepreneurs in a successful relationship, either as New or as Host Entrepreneurs.

58. Are the coordination meetings (among partners) and the network meetings in Bruxelles to be included in the Travel & subsistence costs (excel file) together with the Travel & subsistence costs planned for the NEs?

The coordination meetings and the network meetings should be included in the Travel and subsistence costs. The travel and subsistence costs for the NEs should be included in the "Miscellaneous" costs.

59. Our organisation intends to apply as an individual Intermediary Organisation with a maximum Union contribution of EUR 150.000. The deliverables as given in chapter 2.3 of the call text include 50 to 80 entrepreneurs (HE and/or NE) involved in successful relationships. If we are able to send 50 NEs for 6 months each, the amount of financial support exceeds by far the budget indicated in the call text. Please clarify this issue!

Indeed, the financial support which can be given to NEs is strictly limited to a maximum of EUR 100.000. However, please take into consideration that the duration of a relationship can vary between 1 and 6 month, and that the maximum amounts which can be paid out are different per country. Furthermore, these maximum amounts (see annex 6 to the call text) may be adapted (i.e. can be lower) according to the individual needs of an NE.

60. Intermediary Organisations have to plan for the participation in 5 network meetings. Do only representatives of IOs participate or the HEs/NEs as well? Why does the provisional time-table given in the call text only mention three meetings?

Only staff of IOs shall participate in the 5 network meetings. The provisional time-table shows only the already planned and defined meeting dates.

61. Can two entities from the same country form a consortium and present a proposal?

Indeed, entities established in the same Member State can form a consortium and submit an application.

62. Will a consortium be better assessed than an individual application?

Please refer to annex 3 to the call text (evaluation criteria), in particular criterion 1.

63. Is the lead partner entitled to finance all the mobility actions within a consortium or should each partner finance those from their countries? How shall the budget for co-ordination/management be distributed?

Such decisions have to be made amongst the partner organisation of a consortium.

64. What is the difference between the financial statement form and the documentation to demonstrate the applicants' financial capacity?

The financial statement form is one of the documents which the Commission uses to assess the financial capacity of an **applicant**. For further information, please refer to the Guide for Submission (page 12) which is available here: http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/

65. WE understand that applicants under Lot 1 must fulfil all eligibility criteria. Does an IO have to cover at least one region?

The geographical coverage is not an eligibility criterion. However, we invite you to consult the award criteria (annex 3 to the call text) which are available here: http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/

66. Does the maximum EU funding include the financial support to be paid to NEs?

The purpose of the EU funding is to cover all types of expenditure related to the project, i.e. the financial support paid to NEs is to be covered as well.

67. If the applicant IO is an European Economic Interest Grouping (EEIG), is it regarded as "consortium" or is the EEIG considered as one "individual applicant"?

Despite the fact that an EEIG may consist of several member organisations, it is regarded as one entity in the country where it is registered.

68. What is the minimum and maximum duration of a relationship between an HE and a NE?

Please refer to the call text, chapter 2.2. The minimum duration is one month whilst the duration of a relationship cannot exceed 6 months.

69. We understand that the duration of projects under Lot 1 is 21 months. Can you please clarify why the provisional time-table given in the call text indicates a start of projects in February 2011 and a delivery of the final report in January 2013?

Please refer to the draft grant agreements (annex 4 to the call text), article I.6, about the submission of reports which states that the final report must be submitted within three months after the end of the project (21 + 3 = 24).

70. How clearly should we define the target groups? Is it better to give as many details and to be as specific as possible or should our proposal be rather vague?

Please understand that this is a decision to be made by the applicant(s), the Commission will not interfere in the preparation of proposals.

71. Our entity is a non-profit organisation whose associates are public and private entities. Even though there are more public associates than private ones, the votes of private associates are higher valued. Are we considered to be a public or a private entity?

We invite your to consult your organisation's legal department for this type of questions. Please understand that, without having all background information and in order to ensure a fair and equal treatment of all potential applicants the Commission cannot make individual assessments on the legal status or the eligibility of entities.

72. The "information and induction" activities (call text, chapter 2.2) aim to build an agreement between the NE and the IO on the conditions and the organisation of his stay with the HE, once the NE is selected and once the matching with a HE is found. To do so, these activities can consist in informing the NE about the programme procedures, and agree with him on the duration, financial support, etc. Finally, the details of these agreed conditions will be reflected in the signed agreement ((f) "Management of contracts and commitments"). Could you please confirm that our understanding is correct?

Indeed, your understanding is correct.

73. Do the partner organisations involved in a consortium enjoy the status of an IO as well or is only the co-ordinator considered as Intermediary Organisation?

All organisations involved in a consortium are considered as IO and should carry out the tasks described in chapter 2.2 of the call text.

74. The instructions for the preparation of the technical proposal (annex 5 to the call text) foresee 4 work-packages. Can we include more or less work-packages?

The proposal must follow the instructions given and include the required work-packages.

75. The applicant must include CVs of staff working on the project. In case of a consortium, do all partners have to send CVs of their proposed staff?

Yes, if an application is submitted by a consortium, all partner organisations have to include CVs of their proposed staff.

76. In case of award, our organisation intends to contract an additional staff member for the management of the project. Since we cannot yet provide a CV, which approach can we take?

You may include a profile of the new staff member in the appropriate chapter of the technical description of the project (see annex 5 to the call text).

77. In Form B/1.2a Travel and subsistence costs the mission costs (subsistence costs) can be calculated on the base of flat rate subsistence allowance (per diem) or an estimate of the real costs per day (per person), as stated in the Submission Guide. Where can we find flat rate subsistence allowance (per diem)? Are there maximum daily rates?

Please refer to the Guide for Submission (chapter VI.10) which states that flat rates must be *"in line with the usual practices of the beneficiary or, where applicable, its partners on travel costs or do not exceed the scales approved annually by the Commission (http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/documents/perdiem_200912_version_to_be_published.pdf)".*

78. To calculate the budget, I have seen the example in the presentations given at the Information Day, but I don't understand how to calculate the effort for WP1, 2 and 4. Please, could you please give more details? Shall the daily personnel rate always be 200€?

We invite you to read carefully the instructions given in annex 5 to the call text (proposal templates). Details on the calculation of daily personnel rates, which must be according to actual salaries, can be found in the Guide for Submission.

Please understand that, in order to ensure a fair and equal treatment of all potential applicants, the Commission cannot individually assist in budget preparations.

79. Can a New Entrepreneur receive a financial compensation from the Host Entrepreneurs? Would such compensation limit the financial assistance an IO can pay to the NE?

Indeed, an HE might be willing to pay some kind of compensation to the NE. This is acceptable and does not limit the financial support the NE receives from the IO.

80. Does staff working on the project need to sign new contracts which define working hours and the salary during the lifetime of the project?

There is no requirement to conclude new contracts with staff members. However, time worked on the project needs to be recorded, for further information please see the guide for submission (available at: http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/), in particular section VI.8 as from page 20.

81. Where can I find detailed information on eligibility of costs, supporting documents and salary calculations?

Please refer to the guide for submission which is available at (http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/), in particular chapter D.

82. Do we also have to pay a financial support to Host Entrepreneurs (HEs)? Where shall the planned financial support be encoded in the budget forms?

No, only the New Entrepreneurs (NEs) are receiving financial support, this fact should be taken into consideration when preparing your proposal's budget. The planned financial support shall be encoded in the budget form B.1.2d (miscellaneous cost).

83. We understand that for our project, we have to foresee a minimum of 50 entrepreneurs in successful relationships. Is there an upper limit?

Any applicant is free to exceed the required minimum number of relationships required by the call.

84. Which are the exact eligible costs of an IO which is awarded following this call for proposals?

Please refer to the call text (in particular to chapter 4 – financing), annex 2 (guide for submission) and annex 5 to the call text (templates, work packages) for detailed information on the tasks to be carried out and on the eligibility of costs.

85. Our organisation is composed of different municipalities and has no own staff. The staff members working in our organisation are directly paid by the municipalities. Is such kind of staff costs eligible under this call for proposals?

Only if your personnel cost is entered in your own accountancy as staff cost, this type of expenditure is considered eligible, regardless of the fact that the salaries are paid by the stakeholders.

86. We would like to know under which heading of the EU's budget the preparatory action "Erasmus for Young Entrepreneurs" is funded.

"Erasmus for Young Entrepreneurs" is financed under budget heading "Competitiveness, industrial policy and entrepreneurship of the European Union. More details can be found in the following document:

http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:064:FULL:EN:PDF

87. Is it necessary to include the questionnaire which is included on page 4 of the Guide for Submission into the application?

Indeed the document shall be attached duly signed and dated to the proposal.

88. Do you also have any examples of how the project proposal template should be completed? A sample application form would help us to fully understand what makes a good application in terms of the level of detailed information expected within the application form.

There are not examples available. However, the Guide for Submission (available here: http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/) offers very detailed information on the completion of the submission set.

89. The Guide for Submission requires the applicant to enclose its annual accounts, profit and loss account, balance sheet and financial statement relating to cash-flow. What happens if we cannot enclose documents because our organisation is not obliged to have them?

If, in accordance with the requirements of national legislation, your accounting cannot provide one or more of the documents referred to in the question, please submit only the documentation which is available. The minimum requirement for non-governmental entities is the submission of a financial statement form which is available here: http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/

90. We consider our entity as a public commercial organisation (PUC). Are we exempted to provide financial documents, e.g. a financial statement form or our annual accounts?

No, only governmental entities are exempted from this requirement.

91. Is it possible to provide a fax version of the partners' administrative documents with the proposal? Would it be sufficient to send a scanned version and the originals at a later stage?

The proposal must be submitted according to the requirements of the call (call closure: 28/06/2010). However, faxes or scanned copies of administrative forms can be temporarily accepted, but the original version must be submitted later on, without any unjustified delay.

92. When preparing the budget of our proposal, where shall we include the expenses related to an insurance for the NEs?

Only if an insurance is required by national legislation it is considered an eligible cost. In such cases, it shall be covered by the financial support paid to NEs.

93. Can projects carried out be the predecessor of a current entity or its founding members included in the list of projects in forms A/3 and A4?

Only projects carried out by the entity in question shall be encoded in forms A/3 and A/4.

94. The guide for submission states under the heading 1.3 (subcontracting) that all tasks subcontracted must be "explicitly mentioned in the technical annex. What does this mean? What exactly is the technical annex?

The technical annex means the description of the project, as required in the call (for more details please refer to annex 5 to the call text). Any item subcontracted (the guide for submission offers detailed information) must be included in the budget forms (form B.1.3) as well as in the description of the project. In case of award, only cost items fulfilling this requirement can be considered eligible.

95. Annex 5 (proposal templates) refers to 'the priorities of the programme'. Could you please let me know where to find an outline of these priorities in the call text?

The priorities of the programme are defined in the objectives of this call (chapter 2 of the call text).

96. We plan to subcontract the preparation of a web-site and the design of promotional material. How can we encode the related information in the financial forms (B.1.3) given that we do not have a consultant's name, estimated cost, etc.?

Please encode an estimation of the total price (instead of unit costs, etc.) if not yet known as well as any other information already known (potential contractors, etc.). We also strongly recommend referring to the grant agreement, in particular clause II.9 (award of contracts) for more details on subcontracting and procedures to follow. The draft grant agreements are included in annex 4 to the call text.

97. When preparing the technical proposal (description of work), we also need to give information on publications and other output. Could you give guidance on the required content?

Applicants shall describe – if any – their planned publications (i.e. brochures, promotional material, web-sites, etc.) including the quantity, planned purpose and content and means of distribution. Other outputs can be meetings with stakeholders, participation in fairs, etc.

98. How many copies o the proposal and all related documents do I have to send to the Commission?

Please refer to the call text (chapter 8) and the guide for submission.

Superseding the information given in chapter I.2(iv) of the Guide for Submission, one original and **three** copies of the proposal must be placed inside an envelope, which is then placed inside a second envelope. The shipment shall also contain one CD-rom or DVD with the electronic version of the proposal and all supporting documents.

99. Forms A/3 and A/4 require that proof of power of attorney of the authorised representative of the organisation must be joined. In our case, the authorised representative is a Director of a specific internal service who is member of the Board of Directors as well. Is a copy of the audited annual accounts showing his membership of the Board sufficient?

Indeed, it would be sufficient. Any official document giving proof of the power of attorney is acceptable. This can be as mentioned a copy of the annual accounts, a list of the members of the Board, or – in some EU Member States – an extract from the register of commerce if the authorised representative is mentioned there.

100. Our organisation is a branch of the public administration of an Italian province. Since we do not have any proper permanent staff but only a subcontracted project manager we would like to know if we could consider this person as staff member.

Only staff having a (permanent, temporary or interim) contract with the entity in question is considered to be own staff. Given the information given by you, we strongly recommend to refer to the eligibility and selection criteria (chapters 5 and of the call text), whether your organisation fulfils these criteria.

101. May we consider charging a small fee (approx. 50 EUR) to the NE? Such kind of contribution might be useful to ensure the seriousness of the applicant.

The call does not exclude collecting participation fees. However, such planned approach must be well justified in the description of the project and shall not add an additional financial burden to the NE. Moreover, charging a fee to the NE does not waive the IO's obligation to properly assess an application.

Please be aware that, any income to the project must be declared and encoded in the budgetary form B.2. For further information, please refer to the guide for submission, chapter VI.15.

102. The guide for submission requires that staff cost shall be calculated on the basis of actual salaries. Does this mean we have to use real cost or can we use an average applicable for all partners?

Applicants **must** use real costs for the calculation of staff cost.

103. In the frame of our promotional measures, we need to budget for leaflet design, leaflet printing, catering at presentations, advertisements, etc. Could you clarify which of these items shall be considered as subcontracting?

Subcontracting refers to the provision of services which are mainly or completely labour-based (e.g. consultants, creation of a web-site or a layout for a leaflet, etc.) whilst cost items which fall under consumables or miscellaneous cost typically do include little or almost no working time (printing services, advertising cost, etc.).