Frequently asked questions concerning the call for proposals «Entrepreneurship education»

PLEASE NOTE THAT - FOLLOWING PREVIOUS REQUESTS - A TRANSLATION OF THE TECHNICAL SPECIFICATIONS OF THE CALL IN SPANISH, IN ITALIAN AND IN POLISH LANGUAGE IS NOW PROVIDED ON THE WEB PAGE OF THE CALL

1. **Is an organization from Mongolia eligible to apply for the grant?**

No. The complete list of eligible countries is provided in the technical specifications of the call for proposals at page 13 (Section 5.1 Geographical eligibility).

2. **I would like to know if a project proposal on Lot 1 has to contain actions referred both to letter a) and b) or one project could touch only activities described in one of the two sections.**

A project is expected to touch only one of the two areas mentioned under letters a) and b). These two activities have been listed under the same Lot only for practical reasons (the activities share the same duration and maximum co-financing ceiling per project).

3. **I would like to know if there is any project ideas database already existing or foreseen where I could find some interesting initiatives and/or partners to contact in order to built/join a partnership.**

There is no database of projects or project ideas specifically designed for this call, or that could serve for the purpose of applying to this call. However useful information on entrepreneurship education - including current or past European initiatives and a short list of projects supported through a previous call for proposals - can be found on our web pages at the address:

http://ec.europa.eu/enterprise/policies/sme/promoting-entrepreneurship/education-training-entrepreneurship/index_en.htm

4. **Could you please clarify the following sentence in the call: "Please note that one action may give rise to the award of only one grant from the EU budget to any one beneficiary". Does this mean that an institution can only be awarded one grant in this call as coordinator? Or as partner? Or per lot? And can several applications still be submitted?**

That sentence means that it is not possible for beneficiaries to receive more than one financial contribution from the EU for the same project. Just as an example, it will not be allowed to combine - for the same action - a grant from this call for proposals with a grant from the Lifelong Learning Programme, or from any other EU programme. On the other hand, it is in principle possible for the same organisation to submit more than one application under this call, as project coordinator or as partner.

5. **Referring to co-financing, the guide states that it can be provided either by own resources, or in the form of financial transfers from third parties or by a contribution in kind. Some questions:**

- **What does the contribution in kind comprise?**
- **Is there a limit (%) for contribution in kind?**
- **Could the contribution in kind be provided from Lead Applicant and/or Partners?**

By contributions in kind we mean the provision of goods or services to the beneficiary free of charge by a third party. Contributions in kind do not therefore involve any expenditure for the beneficiary and are not entered in his accounts. Please note that the use by the beneficiary of his own staff or equipment for the purposes of implementing the action does not represent a contribution in kind since this use constitutes a cost for the beneficiary and may consequently constitute a direct (or indirect) cost of the action. If the beneficiary intends to meet this cost himself it counts as self-financing out of own resources. Also, it should be noted that real estate cannot be considered as a contribution in kind (for example, making available land, buildings or even premises).

As stated in the technical specifications, Section 4.1, the value of the contribution in kind must not exceed 10% of the total cost of the action. Such contribution in kind can be provided by the Lead Applicant and/or by Partners.

6. **I would like to know if you can explain me what is the meaning of cross-border exchange. This means that countries need to have common frontiers?**

Cross-border exchange means an exchange between different countries in general. A common frontier is not required.

7. **We are looking for partners (especially entrepreneurship-partners from other countries) who will apply for Lot 2 (Online platform). Do you know by any chance who is looking for partners too? It is better to cooperate beforehand than to compete. In your FAQ n°3 you write there is no database about this. Is there an information meeting planned where we can meet potential partners?**

As mentioned in FAQ n° 3, no database has been created for searching partners, nor an information meeting is planned for that purpose. The Commission cannot help potential candidates in finding partners, as this may give a potential advantage to some organisations. However, as regards teacher education and any form of support for teachers, we suggest looking at information that is available on-line following a European event (Symposium) on teacher education in entrepreneurship that took place in April this year in Budapest. Available material, including a Report from the Symposium and presentations that were delivered by speakers in the event, will make it possible to identify ongoing initiatives at national level in this field, including in the form of on-line support platforms for teachers. The promoters of those initiatives might be interested in getting in contact with organisations in other countries, in view of a possible participation in this call. All information is available at:

http://ec.europa.eu/enterprise/policies/sme/promoting-entrepreneurship/education-training-entrepreneurship/teacher-education-entrepreneurship/index_en.htm

8. **According to the call, among entities that can participate are business associations and business support networks. Could you please clarify the meaning of "business support network"?**

The Call for proposals state that "*Applicants must meet the following definition: any public or private entity whose core activity is in the field of entrepreneurship education. Such entities may* *include: (...)*". Therefore the list that follows should not been considered as exhaustive. By business support network is meant any association or network that has the objective of supporting enterprises. But as mentioned before, this definition does not limit the possibility for other types of organisations to apply for this call, provided that they respect the general criteria as stated in Section 5.2, points from 1 to 5.

9. We are a consulting company specialized in innovation and entrepreneurship, some of our projects are in line with the entrepreneurship education programme, but could we understand that we are an education and training provider? We design some training and course but it isn't our core activity.

The call for proposals state that "*Applicants must meet the following definition: any public or private entity whose core activity is in the field of entrepreneurship education. Such entities may include: (...)*". Therefore the list that follows should not been considered as exhaustive, and it does not limit the possibility for other types of organisations to apply for this call, provided that they respect the general criteria as stated in Section 5.2, points from 1 to 5. However please note that that the applicant's operational capacity to complete the proposed action must be demonstrated, as explained in Section 6.2 (Selection). Only the evaluation committee appointed for this purpose will be entitled to judge on the eligibility and operational capacity of applicants.

10. Does an international organisation meet the legal eligibility criteria to be an applicant and/or partner entity within this Call for Proposals? In particular, the applicant and/or partner would be an office of this international organisation that is located in a EU Member State .

The Competitiveness and Innovation Programme (CIP) does not exclude the participation of an international organization. Moreover the applicant would be located in one of the countries mentioned under Section 5.1 (Geographical eligibility). Please refer to that list in order to have an indication of countries that are expected to benefit from the activities of projects proposed under this call. Finally, please note that only the evaluation committee appointed for this purpose will be entitled to judge on the eligibility of applicants.

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11. I would like to have some information about this call, possibly in Italian.

All information about this call, including the technical specifications and the necessary documents to prepare an application, has been published on the web and is available at this address:

http://ec.europa.eu/enterprise/funding/index.htm

The information is available in English language only. However, a short description of this call has been published in all languages, including Italian, in the Official Journal of the EU. The text is available at:

http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2012:022:0010:0012:IT:PDF

12. Should all organisations included in the consortium (both the applicant and partners) meet the requirements of:
- public or private entity
- core activity in the field of entrepreneurship education ?

The call for proposal states that: "The partners of applicants ('Co-beneficiaries') must satisfy the same eligibility criteria as those for applicants". Therefore both the applicant and partners can be a public or private entity. By "core activity in the field of entrepreneurship education" it is meant that the applicant should have an interest and relevant experience in the field of entrepreneurship education (also to Section 6.2 of the call's technical specifications). In principle this requirement applies also to partners of the applicant, but this criterion should be interpreted (and will be applied in the selection of proposals) with common sense. If the applicant is an organisation with experience in the field of entrepreneurship education, which wants to associate with a partner whose core activity is not in entrepreneurship education, but whose field of specialisation is necessary for the successful implementation of the project, that is acceptable (as possible examples: the partner would be an IT company that would be responsible for the conception and implementation of an on-line platform, or a consulting company specialised in the organisation of events, trainings and workshops, etc.). However the presence of partners with no specific interest and experience in the field of entrepreneurship education should be limited to what is necessary for the successful implementation of the project; it should be duly justified in the description of proposed activities and coherent with the nature of the project. It will be a task of the evaluation committee to judge whether these conditions are satisfied. Only the evaluation committee appointed for this purpose is entitled to judge on the eligibility and operational capacity of applicants.

13. Can we ask for clarification on the following points:

- **Is there a person rate per day in each country that we need to be aware of?**
- **We have read that the maximum co-financing for this project is 500000 therefore we would need to provide 333,333 match funding. Please can you confirm this.**
- **It is suggested that there needs to be a minimum of 3 training courses spanning one week each. It also states that the training will take place in a cross-country setting. Please can you clarify the following:**
  - **Does each course need to run in a different country**
  - **Does each course need to include a target number of institutions from other countries?**
  - **Are the costs of travel and accommodation for attendees eligible funding costs for the project?**

Assuming that you refer to staff costs, no, there is no pre-determined person rate per day for each country**.**

The maximum EU co-financing rate will be 60%, but the actual amount of EU funding will depend on eligible costs so we cannot pre-define it. What can be said, is that the amount that the Commission will finance is the smallest of 500,000 € or 60% of the total eligible costs.

It is up to the applicant to design the training courses or workshops in the best possible way in order to achieve the objectives set by the call. No indication can be given on how to design this activity, beyond information that is already included in the text of the call for proposals. Please refer also to Annex 12 (Evaluation criteria), in particular to criterion n° 2 (Impact), which shows that the geographical spread of the project and the number of final beneficiaries (in this case teachers) will be important elements in the evaluation of proposals.

Concerning the costs of travel and accommodation for attendees, it is the responsibility of the applicant to design the activities in an effective and efficient way. In principle, those costs can be considered as eligible.

14. The eligible consortium has to be composed by partners coming from 3 countries.

I'd like to know if there is an "ideal" number of partners in the consortium, in order to evaluate the most suitable partnership for the project.

There is no ideal number of partners for this call, which only indicated the minimum requirement. Please refer also to Annex 12 (Evaluation criteria), in particular to criterion n° 2 (Impact), which shows that the geographical spread of the project will be an important element in the evaluation of proposals.

15. Can you advise if there is a European Commission or UK contact with whom it is possible to discuss a potential project?

All necessary information is included in the text of the call for proposals, all possible questions and requests for clarification have to be submitted in writing to the e-mail address indicated in the call. No other contact is possible.

16. Can a school be eligible to submit a project ? Or do we need to get a partner in another country?

A school is eligible to submit a project proposal, provided of course that such school applies in consortium with partner entities form at least two other countries as required in the technical specifications of the call (Section 5, Eligibility).

17. Can you let me know if the call for proposal for entrepreneurship in education projects relates to 100% funding or lower funding thresholds of funding (example - between 60% and 75%) depending of project activities.

The maximum EU co-financing rate for projects submitted under this call for proposals will be 60% with a maximum of 500,000 € (or lower, depending on the Lot), as stated in the technical specifications of the call (Section 4, EU Financing).

18. How is it if I represent a consortium that has just made a proposal to the Lifelong Learning Programme within the very same objectives that could be applied to this call? Can we refresh our proposal (with some improvements/changes of course) and apply for this call ? Or will our proposal be rejected if we apply with the same idea for two different calls?

The call for proposal states: “Please note that one action may give rise to the award of only one grant from the EU budget to any one beneficiary”. It means that it is not possible for beneficiaries to receive more than one financial contribution from the EU for the same project proposal. Therefore it will not be allowed to receive - for the same action - a grant from this call for proposals with a grant from the Lifelong Learning Programme, or from any other EU programme. In case you are awarded a grant in both calls, you will be obliged to withdraw your application from one of the two calls for proposals.

19. We have some concrete questions:

- **We have the idea to start (together with at least 2 other countries) a sort of serious game in which a common framework of entrepreneurship is being tested by teachers and students. With the game different kind of test are made in a motivational way. Is this a kind of project that also fits this regulation? Or is this not the kind of tool meant by this?**

- **And the regulation also speaks about a common European framework. But it is only necessary to do a project with at least 2 other countries. Say we take this minimum, is it then necessary that the project is going to be implemented in all member states?**

This call for proposals indicates a number of specific objectives. Only the evaluation committee appointed for this purpose will be entitled to judge on the relevance of proposals submitted, and on their compliance with those objectives.

This call only indicated the minimum requirement in terms of partners. Please refer also to Annex 12 (Evaluation criteria), in particular to criterion n° 2 (Impact), which shows that the geographical spread of the project and the number of final beneficiaries will be important elements in the evaluation of proposals.

20. We would like to know if it is possible to finance external professionals (trainers) within this project or the people who we engage have to be employers of the University (or partners in the project)?

It is the responsibility of the applicant to design the activities in an effective and efficient way and to choose the co-ordinator and other beneficiaries, with or without the help of subcontractors. In principle using external trainers is possible.

21. In the FAQ it is stated that "it is in principle possible for the same organisation to submit more than one application under this call, as project coordinator or as partner." If I understand it correctly an organisation could in principle submit more than one application as APPLICANT (PROJECT COORDINATOR). I would appreciate if you could confirm this.

It is possible for the same organisation to submit more than one application under this call, as project coordinator or as partner provided that there are no overlaps of costs between the two proposals and that it is different proposals in substance, hence not constituting a risk of double funding the same action.

22. May I have the guideline for the financial accountability? To know exactly the rules is a determinant factor for my Organization to decide weather to participate or not!

Please note that all relevant documents for this call have been published already (call for proposal and its annexes). There is no other document that can be given to potential applicants.

23. We are a membership based organization. If we are the leading organization (the one that submits the project proposal), would it be allowed that the two partners in the consortium are actual members of the same organisation? Or does it have to be two other entities that are not directly linked to our organisation?

It is allowed provided that partners are legally constituted as a separate organisation, even if under the umbrella of the same international association or network, and that each partner has its own responsibilities and budget clearly defined in the proposal.

24. If we organize training workshops with teachers from all over Europe, can we plan that the participants (the teachers) pay for their own travel expenses (considering that they will be supported by their respective institution of higher education)? Accommodation and lunch/dinner would be paid by the project partners, but not the travel expenses.

It is entirely up to the applicant to design the project in the most efficient and effective way. It is in principle possible that participants would have to pay for their travelling expenses.

25. Is it possible to get the call's documents and annexes translated in Spanish language?

The text of the call is currently available only in English language. However, a short description of this call has been published in all languages, including Spanish, in the Official Journal of the EU. The text is available at:

http://eur-lex.europa.eu/JOHtml.do?uri=OJ%3AC%3A2012%3A022%3ASOM%3AES%3AHTML

If you want to request a translation of the technical specifications of the call in Spanish, we will have to ask for a translation. That is in principle possible, however it will require some time. In any case only the technical specifications can be translated, not the annexes.

26. Please could you clarify if a beneficiary that delivers and receives an ERDF project is considered as a 'beneficiary already (that) already receives an operating grant from the European Commission as stated in section VI.5 of the guidance and therefore cannot claim a flat-rate amount for general administrative costs.

VI.5 ELIGIBLE INDIRECT COSTS (ADMINISTRATIVE COSTS)
The flat-rate amount is not authorised where the beneficiary already receives an operating grant from the European Commission.

This case refers to a beneficiary that is receiving an "operation grant" (i.e. financial support for the existence and functioning of a body) and not to a beneficiary that is receiving an action grant (i.e. a grant for a project that is intended to help achieve an objective of EU policy). Therefore, if the beneficiary receives an action grant for a project under the ERDF that norm does not apply. If on the other hand the beneficiary is receiving an operation grant as defined above, then this beneficiary will not be able to apply for a flat rate amount on indirect costs.

27. The call for proposal states that 'Applicants must have proven experience in cooperating with partners in other European countries and in running projects and activities at transnational and European level'. Although we are a new organisation, our Head of College has been working as a consultant supporting enterprises as a self-employed since 2007. In this case, are we eligible to apply for the programme?

The requirement of proven experience does not refer only to organisations, but also to the staff of those organisations. Therefore if a new organisation has members of the staff with proven experience in the field of this call, who are proposed as human resources for the implementation of the project proposal, that can be acceptable. Please note however that only the evaluation committee appointed for this purpose will be entitled to judge on the eligibility and operational capacity of applicants.

28. Do applicants have to be an organisation? Is that possible to apply as a person?

Concerning the last question, the call for proposal states (Section 5.2.) that "Applicants must be legal persons" and that "Applicants must meet the following definition: any public or private entity whose core activity is in the field of entrepreneurship education (...)". The Guide for submission (Section IV.1.) stipulates that individuals can apply, provided that they fill the Legal Entity Form, signed and accompanied by the relevant evidence (page 12).

29. We would like to get information about the possibility of engaging external experts in entrepreneurship training for academic staff. We would like to know if engaging external experts who would provide training is defined as external service/subcontracting or they should be considered as temporary staff employed during project implementation?

Both options could apply, it will depend on the nature of tasks and on the type of contract/agreement that you have with these experts. As for the nature of tasks, please note that according to the technical specifications of the call for proposals only a limited part of the project may be subcontracted (up to 30% of the eligible costs) and that only tasks that are not core business can be subcontracted, as the beneficiary must have internally the necessary capacity to carry out the project. As regards the type of contract, temporary staff will be employed by the organisation and therefore be part of that organisation (i.e. registered on the payroll list of the beneficiary) for a limited extension of time and directly assigned to the action, while an external expert is an independent professional selling his/her services to the organisation (subcontracting).

30. I would like to know if it is possible to submit for more calls for proposal at the same time. I'm interested in two calls. What happens if someone is awarded? Is it possible to participate to other calls?

You can submit an application under more calls for proposal of the EU at the same time. However proposed activities should be clearly different, as it is not possible for beneficiaries to receive more than one financial contribution from the EU for the same project proposal.

31. Please can you clarify the guidance in the Guide for Submission - section IV.5 – External Audit Report: "For actions where the cost to be financed exceeds 500.000€ and for operating grants of over 100.000€ the application shall be accompanied by: an external audit report produced by an approved auditor (...) If the consortium is applying for up to 400.000€ of EU funding towards a larger project under Lot 2 of this call, would this require an external audit report?

No, an external audit report will be not required, as under this call the co-funding ceiling per project will not exceed 500.000 €.

32. Please let me know where to find the excel version of form A/5 (a specimen table of which is given in the submission set).

The excel version of form A/5 is now published on the web page of the call.

33. For lot 1 a):

1) who are the ideal partners: primary/secondary schools/Universities, or Ministries of education? Are practitioners encouraged to participate?
2) is the methodology supposed to have a track record (previous delivery and assessment results)? Or can it be a new one with limited implementation track record?

For Lot 1 b)

1) who are the ideal partners: Universities/business schools or EU Networks of Higher education Institutions? Are practitioners encouraged to participate?
2) it would be better for practitioners to be core partner in the project or subcontractors?

3) can we introduce among the methodology to be taught, a methodology/programme ruled by a royalty system?
4) there could be any synergies among point a) and b). Can for example a proposal addresses both the sub-priorities?

No partners can be considered as "ideal". Any organisation as described in Section 5.2 of the call for proposal can participate, provided that it has the operational capacity to complete the proposed action (see Section 6.2).

Concerning issues related to partners and subcontracting, you can also refer to the guide for submission, as these topics are treated in Sections III.1 to III.4

It is entirely up to the applicant to design the best possible methodology to achieve the objectives set by the call. Because of the need for transparency and impartiality in treating all requests, no advice can be given by the Commission on how to design a proposal: this would result in unfair treatment towards other potential applicants who may not receive the same advice. Besides these general rules that we need to respect, it would be difficult to discuss in detail an action that does not exist yet.

Concerning the relation between actions under Lot 1 a) and b), it is possible to develop potential synergies, but the applicants will have to indicate clearly if they are applying for Lot 1 a) or for Lot 1 b).

34. **In general we would also like to understand: will this call/pilot initiative lead to the launch of a new structured action in the next programming period?**

This initiative is not linked to the launch of a new action in the next programming period.

35. **I would like to ask for one clarification: Israel is mentioned as a participant country in the call, can it be as well the chef-de-file of the project or should it be only one of the EU-states?**

Yes. Entities established in any of the eligible countries mentioned at page 13 of the call for proposals, including Israel, can be leaders of a project.

36. **We are intended to submit a proposal for Lot1.b - Developing, organising and executing cross European training/education workshops for teachers of entrepreneurship at institutions of higher education. Since the government of our region is interested in fostering entrepreneurship skills at VET institutions, we would like to know if teachers from this kind of institutions (VET) would be considered as higher education, in order to be eligible for the Lot1.b.**

It depends on the level of education, as the definition of VET may vary in different countries. This action (Lot 1b) addresses higher education. Therefore teachers from VET institutions would be eligible only if these institutions offer a post-secondary education corresponding to level 5B of the International Standard Classification of Education (ISCED).

37. **Can you tell me if a NGO established this year, so without previous background, is eligible to apply alone?**

A newly established NGO can be eligible, under certain conditions. We have already replied to a similar question. Please have a look at the Frequently Asked Questions (FAQ) document that is available on-line at the web page of this call. You should refer in particular to our answer to question n. 27. However it will not be possible for an organisation to apply alone, as the call for proposals stipulates that applicants must act in a consortium with partner entities from at least two other countries (Section 5.1 of the call).

38. In relation to Lot 2, I wanted to know if there is a percentage limit for personnel costs.

The call for proposal does not set a percentage limit for personnel costs. For more information on eligible costs, see Section VI of the Guide for Submission.

39. I would like to know which projects have won the previous (2009) call for proposals and which projects are still going on.

The list of awarded projects following the 2009 call is available on-line at the address:

http://ec.europa.eu/enterprise/policies/sme/promoting-entrepreneurship/education-training-entrepreneurship/call-for-proposal/files/call_edu_list_en.pdf

The two projects still ongoing are ESPER and 3EP. These projects have their own web pages, you can find more information at:

http://www.efer.eu/pro/index.htm (ESPER)
http://www.3ep.eu/ (3EP)

40. I would like to know if in Lot 1, a), where it says: "Training school teachers across Europe in how to use the tools and methods developed", it means that the training should be done in all European countries within the life of the project, or just within the countries conforming the consortium.

It is not required that the training takes place in all European countries. It is entirely up to the applicant to design the best possible methodology to achieve the objectives set by the call. However please note that the impact of the action, and its geographical coverage, will be important criteria in the evaluation of project proposals (see Annex 3 of the call for proposals).

41. I would like to know if, beside all the documents published on your portal, there is a specific application form (e-form) or the Action Description has to be provided on a normal doc format.

Besides documents published on the web page of the call, there is no specific form for describing the action. Therefore you can use any format, provided of course that all the information that is requested by the call for proposals is included.

42. We are very interested in preparing a Europe-wide project, but will take our time to formulate a proposal that will excel and we are not sure if we will manage to finish this process before the deadline in April. I wish to know therefore if it is decided already that after this Call for Proposals there will be another one, and if so, when you have planned to organize this.

There is no decision taken concerning a new call for proposals that would follow this one. Please note however that it is possible to submit project proposals on the topic of entrepreneurship education and training also under other EU programmes, notably the Lifelong Learning programme, provided that relevant calls are published. Information on the Lifelong Learning programme, including on possible new calls, is available at:

http://ec.europa.eu/education/lifelong-learning-programme/index_en.htm

43. With regard to Lot 1 b) it states that …"the objective is to have a minimum of 180 educators trained over the three year period". Is this 180 per project or 180 overall for the entire projects awarded under this call?

This minimum requirement is for each awarded project.

44. We are looking at possible partners to engage with for a Lot 3 application and we have found that an organisation is very interesting. The question though is whether they are eligible with regards to their financial situation, as they receive already financial support from the EU.

It is possible for any organisation to receive funding under different EU programmes at the same time. What is not allowed is to receive more than one financial contribution from the EU for the same project or action (double funding). The call for proposal states: "Please note that one action may give rise to the award of only one grant from the EU budget to any one beneficiary". For instance, it would not be allowed to combine - for the same action - a grant from this call for proposals with a grant from the Lifelong Learning Programme, or from any other EU programme. Please note also that if a beneficiary is receiving from the EU an "operation grant" (i.e. financial support for the existence and functioning of a body), then this beneficiary will not be able to apply for indirect costs (see Section VI.5 of the Guide for Submission).

45. We would welcome a clarification on the supporting documents required to demonstrate the point 4 of the eligibility criteria which stipulates that applicants must be "a public or private entity whose core activity is in the field of entrepreneurship education". We are a non for profit private entity and I would be grateful if you could indicate which documents would demonstrate the above appropriately.

As regards documents proving the organisation's legal status, all the necessary information can be found in the Guide for submission (Section IV).
Concerning proof of the operational capacity to perform the action, requirements are described in the technical specifications of the call (Section 6). This call does not foresee specific templates to be used in this respect; therefore you can choose which documents and in which format will prove the organisation's capacity and experience in the field(s) relevant for this call, provided that the essential information that is required is given.

46. Regarding original signature on form A/4 and legal entity form for each partner involved in the project, it's possible submit a copy received by fax or by e-mail of original document?

Faxes or scanned copies of the above documents from partners can be temporarily accepted, but the original version will have to be submitted later on, without any unjustified delay.

47. We would like to ask whether we can assume that Lot 3 does not include primary and secondary education. We believe that, given the scope of the activities envisaged in Lot 3 and the features of the assessment framework that needs to be produced, creating a common instrument that could be applied to young people in all educational levels (primary, secondary and tertiary) would be especially challenging.

Lot 3 includes primary and secondary education.

48. Regarding the financing and co-financing issue, we would like to assure whether the next concepts are all included as eligible costs under the co-financing items as well as to confirm the maximum amounts allowed of each of them:

- **Direct costs**
- **Indirect costs**
- **Subcontracting**
- **In-kind contributions**

In the event of co-financing the project on more than a 40% of the total project costs, could this fact impact the eligibility criteria, regarding the evaluation and selection on applicants?

A description of direct and indirect costs is provided in the Guide for submission (Section VI, pages 18 to 20),

Subcontracting is allowed only up to 30% of the eligible costs.

The Commission may accept co-financing by contribution in kind by third parties, if considered necessary or appropriate. In such cases the value of the contribution in kind must not exceed 10% of the total cost of the action (please refer to the Technical specifications of the call, Section 4.1). In any case, contributions in kind are always ineligible costs that have to be co-financed only by the third party providing the contribution in-kind.

Concerning your last question, providing a co-financing of more than 40% of the eligible costs would not have any direct impact on the eligibility or award criteria.

49. Concerning co-financing it says: "The beneficiary must supply evidence of the co-financing provided. It can be provided either by own resources..." Does it imply that we have to contribute with monetary resources in strict sense? We are a big public university so we are capable of co-financing with our personnel and infrastructures but we do not have financial resources to face monetary co-financing, it means we cannot participate in this call?

Contribution in kind comes from third parties always? I am trying to get a clear idea of what is considered contribution in kind for this call.

Co-financing by means of own resources (e.g. personnel cost) is acceptable. The call for proposals states that "The beneficiary must supply evidence of the co-financing provided. It can be provided either by own resources, or in the form of financial transfers from third parties or by a contribution in kind" (please refer to the Technical specifications of the call, Section 4.1). For more information, please consult also the guide for submission.

As stated in the Guide for submission (Section VI.16), contributions in kind are contributions provided to the applicant by a third party free of charge, such as voluntary work or the use of equipment. Contributions in kind do not therefore involve any expenditure for the beneficiary and are not entered in his accounts. The use by the beneficiary of his own staff or equipment for the purposes of implementing the action does not represent a contribution in kind since this use constitutes a cost for the beneficiary and may consequently constitute a direct (or indirect) cost of the action. If the beneficiary intends to meet this cost himself it counts as self-financing out of own resources. The Commission may accept co-financing by contribution in kind by third parties, if considered necessary or appropriate. In such cases the value of the contribution in kind must not exceed 10% of the total cost of the action and in any case, contributions in kind are always ineligible costs that have to be co-financed only by the third party providing the contribution in-kind.

50. The question is concerning the form of financing. We doubt if the researchers had to put some money in a bank account or can justify his part (40%) with research staff work.

Co-financing may be provided by own resources (e.g. staff cost taken over by the beneficiary), with no distinction between permanent and temporary staff. However expenditure arising from staff members who are not directly involved in the roll-out of a proposed action, but carry out minor administrative tasks (e.g. financial officer, maintenance technician) are considered to be covered by the 7% flat rate of indirect cost (see the Guide for submission, Section VI.5)

51. The Technical Specification refer to the need for partners to create a consortium, what is it meant by "consortium"? And which characteristic should a consortium have?
The text also refers to "subcontracted", what does it mean?
Finally, it says that the economic capacity of the applicant will be assessed, how will it be done? With which indicators?

"Consortium" means the beneficiaries (project coordinator and project partners) are deemed to have concluded an internal co-operation agreement regarding their internal operation and co-ordination. The call for proposals states that (page 12): "all partners must agree appropriate arrangements between themselves for the proper performance of the action. In particular, they must accept joint and several responsibility for any amount due to the Commission from any one of them, as stipulated in Article II.18 of the grant agreement. The final grant agreement must be signed by each participating co-beneficiary unless power of attorney is conferred upon the appointed coordinator (Form A/4 in the Submission Set). For more characteristics of the consortium, see the technical specifications of the call for proposals, Sections. 5.1 and 5.2.
For the meaning of "subcontracting", please refer to the Guide for submission, Section III.4 (page 8).
Criteria used for the assessment of the financial capacity are also described in the Guide for submission, Section IV.4 (page 13).

52. What is the minimum value of the project that can be awarded a grant? (In Lot 1, Lot 2, Lot 3) If we will prepare a project for 40 000 €, how much money do we have to contribute?

This call does not fix a minimum value of projects to be submitted, in terms of financial cost. The call describes objectives to be achieved, and stresses the need for projects to be awarded to have an impact at European level. Please refer to the award criteria as described in Annex 12 of the technical specifications of call for proposals. The size of the total value of the project does not influence in any way the maximum EU co-financing rate, which is 60% of eligible costs and a maximum EU contribution of 500.000 €.

53. Is there any possibility that there is a polish version of the documentation?

It is in principle possible to request a translation of the technical specifications of the call in Polish. However the availability of the document will require some time, as we have to ask for a translation. In any case please note that only the technical specifications can be translated, not the annexes.

54. I'm writing to know if a proposal within the CIP can be submitted in Italian.

Yes, a proposal can be submitted in Italian language.

55. I was wondering whether it is possible to charge for coordinator and management costs associated with a project.

It is of course possible to charge for management costs associated with the project. There is not a specific category of costs such as "coordinator costs", but the leading applicant can include such costs in the management costs.

56. I have a question regarding the target group for the framework of tools and indicators. Can you confirm whether the call requires tools and indicators to be developed to assess entrepreneurial mindsets, attitudes and skills amongst school children, university students or both?

For Lot n°3, tools and indicators to be developed may be relevant for primary, secondary and tertiary education. Please refer also to the Frequently Asked Questions (FAQ) document that is available on-line, in particular to our answer to question n° 47.

57. As stated in the guide for submission, the proposal should have a cover page consisting on the questionnaire on the completeness of the proposal. I don't seem to find it on the web page of the call. Where can we find this questionnaire in Word format?

The Guide for submission is now published also in Word format, so you will be able to fill the questionnaire on the completeness of the proposal.

58. The call for proposals mentions 16 April 2012 as a deadline, but it is not clear exactly what that means, because it also says that date of postmark serves as evidence for timely delivery. Could you clarify whether the proposal needs to be received by your office on 16 April, or that it would be sufficient that we put it in the mail on 16 April. If the latter, it would arrive at your offices after 16 April.

The proposal needs to be submitted by mail by 16 April. What counts is the date of submission, not the date of reception.

59. With reference to your answer to question 43 in the FAQ, does that mean that every project in Lot 3 <u>must</u> include all three educational levels (primary, secondary and tertiary) or simply that it <u>can</u> include all three educational levels?

It means that it can include all three levels.

60. I have a question regarding whether partners in other eligible countries have to take an active part in deliver some actions or can partners be involved as observers where they observe/shadow lead applicant staff, work, meetings etc and then implement in their own organisation once completed?

All partners in the consortium need to take an active part in the implementation of the project.

61. Could you clarify a detail ? Lot 1 a suggests maximum funding from the Commission of Euro 500,000 - to which match funding could be added (340,000) to take the total project costs to Euro 830,000 ?

The maximum EU co-financing rate will be 60%, but the actual amount of EU funding will depend on eligible costs so we cannot pre-define it. What can be said, is that the amount that the Commission will finance is the smallest of 500,000 € or 60% of the total eligible costs.

62. Our County Administrative Board has a long experience from leading EU-projects. It is presently leading an entrepreneurship education project in a partnership of organisations from different EU-countries, which all, except the leading partner, have entrepreneurship education as their core activity. The partnership is interested in participating in the call and the leading partner is the only organisation in the partnership that is ready to act as Lead Partner and that has all the qualifications needed. The County Administrative Board does have as one of its core activities to stimulate business and associations in the region in a number of ways. But it has also a lot of other responsibilities. The problem is thus that it does not have entrepreneurship education as its core activity. Could you advice us as to whether it would be worthwhile for us to send in an application?

The leading partner (applicant) should have proven experience in the field of entrepreneurship education. If the applicant is involved in different fields of activity related to the promotion of entrepreneurship, and one of them - among others - is entrepreneurship education - this can be considered as acceptable, provided that the applicant can prove having the operational capacity to complete the proposed action as explained in Section 6.2 of the call for proposals. However please note that only the evaluation committee appointed for this purpose will be entitled to judge on the eligibility and operational capacity of applicants.

For additional information, please have a look also at the Frequently Asked Questions (FAQ) document that is available on-line at the web page of this call. You should refer in particular to our answers to questions n. 12 and 27.

63. Could you please answer my questions about how to fill in the forms in the submission set (…)

All instructions and practical information on how to submit a project proposal are included in the Guide for submission and in the submission set. Please understand that the Commission cannot provide specific advice on how to fill the call documents, beyond the information that is provided already. Please note also that what is most important is that all the requested information is provided: there is no preferred form or style. Where the guide for submission does not indicate a way to fill in the form, it is free drafting.

64. In the Organisation details; we assume we don't have to fill in the Form A/5 Financial Statement form, as we are not a private company.

Concerning your question on Form A/5, public entities do not have to fill it.

65. From the Call for proposal we know that Universities are eligible as educational institutions. However, when it comes to choose the correct code from the list set in the Guide for submission we can't find the one for our case.

If it's a public university, you can use the code GOV.

66. With reference to Lot 1 a, is it possible to target teachers of the Regional Vocational Training Centres (managed by municipalities) that teach children from 14 to 18 years ?

Lot 1 a also includes the possibility of targeting vocational schools teachers, provided that the teaching takes place within secondary level education, and that the spirit of this actions is respected: focusing on how to introduce entrepreneurship into different curricula and teaching subjects.

67. We are an Italian non profit making social enterprise – social co-operative. Do we meet the legal eligibility criteria to be a partner under this Call for Proposals?

The call is open to any public or private entity, including non-profit organisations, social enterprises and cooperatives.

68. We are not sure if our project intent fully corresponds with the objectives of the call. That is why we prepared a short project draft with the objectives, key activities etc. and some questions. Could give us a feedback and answers so as we can make a decision to prepare and submit an application?

The Commission cannot evaluate a preliminary description of a project to be submitted, and cannot provide any advice on how to design a proposal, as this would provide an unfair competitive advantage to one applicant compared to others who did not receive such advice. Moreover, only the evaluation committee appointed for this purpose will be entitled to judge the relevance and the quality of a proposal submitted.

69. On lot 1 and point 3: "training school teachers across Europe in how to use the tools and methods Developed". Can this activity be outsourced / subcontracted? Is there any restriction to this end?

The call for proposal states that only a limited part of the project can be sub-contracted, up to 30% of eligible costs.

70. We would like to know which language is better to present the proposal and whether there are countries that are seeking partners for this project.

For practical reasons, it is advised to submit the proposal in English language as this is the language that all evaluators will be able to understand. However a proposal can be also submitted in another language.
As concerns seeking partners, this question has been already asked, please look at the Frequently Asked Questions (FAQ) document that is available on-line at the web page of this call, and in particular at our answers to questions n° 3 and 7.

71. Referring to the statement at page 7: "It is therefore important to establish resource centres that are close to practitioners, with easy-to-find tools, methods and good practice examples". Does "close" mean physically close, so to create a geographical network or the closeness is to be intended as a virtual proximity?

That statement refers to the action of creating an on-line platform for educators (Lot 2), therefore in this context closeness is to be intended also as a virtual proximity.

72. And referring to the statement at page 8: "The ultimate goals are to enable networking between developers of entrepreneurship education, to create an online community of practitioners and thus to support educators in the development of pedagogies, concepts and curricula for entrepreneurship education". Does this sentence mean the community has to be created together with the platform (the said community belongs to this project)

or that the platform has to enable the possibility that in a second step this community will be created ?

The on-line platform to be created should be an interactive tool, which can be used by practitioners for networking and exchange information, experience, advice. Of course this on-line community may be further expanded as the platform becomes widely known, hopefully even after the end of the EU project.

73. On Lot 1 / b we are designing the 3 intensive training courses in 3 different EU Member State, projects partner, and we would like to know if we can divide the 5 days work in two parts: for example 3 days with a presence of teacher in the classroom and 2 days with online teaching.

In general Lot 1b calls for projects concerning the organisation of "physical" workshops, not virtual ones. However, if you think that combining 3 days with the presence of teachers in the classroom and 2 days with online teaching will be an effective approach, it is entirely up to you to decide how to to design your proposal in the best possible way. In the end, only the evaluation committee appointed for this purpose will be entitled to judge the relevance and the quality of a proposal submitted. The Commission cannot provide any preliminary advice, as this would provide an unfair competitive advantage to one applicant compared to others who did not receive such advice.

74. Please could I ask for clarification regarding some of the documents? Please could you advise me whether these documents are sufficient 'resolution, law, decree of decision establishing entity or official documents attesting to the establishment of the entity by the national authorities'?

Please understand that the Commission cannot provide any preliminary advice on how to submit a proposal, as this would provide an unfair competitive advantage to one applicant compared to others who did not receive such advice. The call's documents (technical specifications, guide for submission, submission set) explain clearly what the required information is.

75. We are a consortium integrated by several secondary schools and a RTD centre. Would it be possible to use a flat-rate amount (not exceeding 7%) to calculate indirect costs for the secondary schools and real indirect costs for the RTD Centre, as the RTD centre has an accounting system that enables to determine the overheads? Can we have then different methods of overhead calculation for partners?

Concerning indirect costs, the beneficiary (i.e. the Consortium) will have to decide if they want to opt for a flat rate amount or for declaring indirect costs on a real cost basis. It is not possible to have different methods of calculation within the same project.

76. I am a teacher in a catering school, I wonder know if my training school from studies of hotel and business administration, we may request a project or if we are to apply through the Department of Education in our area. We also want to know how they will evaluate the projects, to adjust the score of their own choosing.

As stated in the call for proposal, Section 5.2, an educational institution is eligible to apply for this call. Information on how the project will be evaluated is given in the technical specifications of the call, Annex 12.
Of course it is also possible to apply for programmes coordinated by the Directorate General Education and Culture, in particular the Lifelong Learning Programme. Calls for proposal are

published every year, you can check the webpage of the programme for possible funding opportunities:

http://ec.europa.eu/education/lifelong-learning-programme/index_en.htm

77. Do NGOs need to submit the form A/5?

As stated in the Guide for Submission III.5, point 12, an NGO does not have to fill form A5. However NGOs will have to declare their total revenues/resources in forms A/3 and/or A/4, which include a specific space for that information (under the section "Organisation details").

78. Concerning Lot 1 a, on page 5 of the call is mentioned that lot 1 focuses on primary and secondary school teachers. And on page 13 educational institutes are mentioned as eligible to apply. I am not sure whether a school like our school is seen as eligible to apply for a project under lot 1.

As stated in the call for proposal, Section 5.2, an educational institution is eligible to apply for this call.

79. Since applicants must provide evidence on their legal status (decree, law, decision or similar) is it necessary to provide English translation of these original documents? The same question refers to section IV.4. Financial capacity to complete the proposed action, and translation of financial documents (profit and loss account, balance sheet…).

It is not necessary to provide a translation in English of documents related to the legal status or the financial capacity of the applicant. Such documents can be provided in the original language.

80. The definition of "secondary school" in Anglo-Saxon world has a different meaning to the realities of other European countries. Is it possible to get an indication of what age is considered attributable to this definition for the proposed lot 1?

For a definition of secondary education that is valid across countries, you should refer to the International Standard Classification of Education (ISCED): in particular levels ISCED 2 (lower secondary education) and ISCED 3 (upper secondary education).

81. Is it possible to know how much of the total budget of the call will be intended to Lot 1?

The total budget allocated to each Lot of the call is not pre-defined, everything will depend on the cost and quality of proposals that will be submitted. The call only states that for Lot 1 not more than 4 projects will be supported.

82. For Lot 3: Developing and testing a European common framework of tools and indicators (...), my question is: is it possible to include some course testing periods into this programme with the idea to create new assessments methods?

It is entirely up to the applicant to decide on how to design the technical proposal in the best possible way in order to achieve the objectives set by the call. The Commission cannot provide a preliminary advice on how to design a proposal, as this would provide an unfair competitive advantage to one applicant compared to others who did not receive such advice. In the end, only the evaluation committee appointed for this purpose will be entitled to judge the relevance and the quality of a proposal submitted.

83. Does match funding have to be in hard cash? Does lead applicant have to contribute cash/match funding or can this come from third parties? Does evidence of commitment of match funding have to be provided with the application ?

Contribution by own resources (such as staff, etc.) and contributions in-kind (such as a service provided by a third party without paying for it) are possible. The value of contributions in kind must not exceed 10% of the total cost of the action. For more information, please have a look at the Frequently Asked Questions (FAQ) document that is available on-line at the web page of this call. You should refer in particular to our answer to question n. 49 in the FAQ. Concerning information on match funding to be provided, please look at the Guide for submission, Section VI.15 (page 31).

84. Apart from project management, does the lead applicant have to deliver activities of the project each year? If they are going to be involved in the dissemination by organising conferences, finalising handbooks etc can their main activity be only in one particular year?

This is in principle possible, provided that the lead applicant performs core tasks for the implementation of the project. It is however up to the applicant to design the proposal in the most effective way, so nothing more can be said on the subject.

85. Is there a contingency for unforeseen expenditure allowed in the budget?

No

86. Can unspent budget be transferred between categories? If so what is the percentage? Can unspent budget in one MS partner be transferred to another MS partner budget?

Only up to 10% of the budget can be shifted between different categories. Budget shifting between categories of more than 10% and/or shifting from one beneficiary to another can be allowed but will require the approval of the Commission and an amendment to the grant agreement.

87. What is the age range for primary/secondary school: does secondary school include sixth formers or 16-18 year olds?

For a definition of secondary education that is valid across countries, you should refer to the International Standard Classification of Education (ISCED): in particular levels ISCED 2 (lower secondary education) and ISCED 3 (upper secondary education).

88. Does lead applicant have to have core activity in entrepreneurship education if other partners have it?

The leading partner (applicant) should have proven experience in the field of entrepreneurship education. For more information, please have a look at the Frequently Asked Questions (FAQ) document that is available on-line at the web page of this call. You should refer in particular to our answers to questions n. 12, 27 and 62 in the FAQ

89. A number of other funds require risk assessment and mitigation as part of the application/proposal. Is this required anywhere in the forms to be submitted?

No. All instructions and practical information on how to submit a project proposal are included in the technical specifications of the call, in the guide for submission and in the submission set. There is nothing else required, other than what is required by such documents

90. Could you clarify the headings Mission costs and Travel in Budget Form B.1? I am assuming that "mission costs" are the costs per person for subsistence , while "travel" is just the airplane, train etc. Is that correct ?

Yes, that is correct.

91. I see in FAQ's that costs for people other than staff (e.g. teachers) to attend project seminars/courses etc COULD be allowed but -- if we decide to cost those into the budget do we put the costs onto B1.2a or is that just for staff costs of partners ?

Form B1.2a is intended for staff costs of the applicant and partners.

92. I would like to know if there were any rules or guidance about day subsistence rates. I am sued to completing LLP forms which specify rates for the country of travel. Is there any guidance for this programme ?

Guidelines on subsistence rates are provided in the Guide for submission, Section VI.10. In that section, a web link to rates applied by the Commission is also provided:
http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/

93. As the call does not say anything about specific contents, we were wondering if an idea of a platform about contents of building improvements and restoration within the construction sector would fit into the call.

This seems to be too narrow. The platform should support all educators interested in entrepreneurship throughout Europe. However please note that only the evaluation committee appointed for this purpose will be entitled to judge on the relevance of project proposals submitted.

94. I would like to know if SMEs that work in the e-learning field are eligible as partners of the candidate in Lot2.

The call for proposals state that "Applicants must meet the following definition: any public or private entity whose core activity is in the field of entrepreneurship education". The applicant's operational capacity to complete the proposed action must be demonstrated, as explained in Section 6.2 (Selection). However more information on this matter is given in the Frequently Asked Questions (FAQ) document that is available on-line at the web page of this call. You should refer in particular to our answer to question n. 12 in the FAQ.

95. I would need information and support, in particular on the research of partners (business schools seek to deal with culture and business, and high schools involved in the initiative) and on the project (if a proposed project on entrepreneurship education in the field of cultural heritage can be a winning idea or is it too specific?).

No support can be provided by the Commission for the research of partners in order to apply to this call. For more information, please have a look at the Frequently Asked Questions (FAQ) document that is available on-line at the web page of this call. You should refer in particular to our answers to questions n.3 and 7 in the FAQ. Concerning the second question, a project focusing on entrepreneurship education in the field of cultural heritage only seems to be too narrow and specific. Activities supported under this call should potentially benefit all educators interested in entrepreneurship throughout Europe. However please note that only the evaluation committee appointed for this purpose will be entitled to judge on the relevance of project proposals submitted.

96. Regarding the need for an external audit report, I have read carefully the FAQ, and it is still not really clear to me if it is necessary to have an external audit report. Is it in the case that the whole consortium exceeds 100.000 EUR as an operating grant, or just any of the partners that exceed 100.000 EUR individually should submit an external audit report of their accounts?

Please note that under this call beneficiaries will receive an "action grant", not an "operating grant". Therefore you can disregard that figure of 100.000 EUR. An external audit report will be not required, as under this call beneficiaries will receive an "action grant" and the co-funding ceiling per project will not exceed 500.000 €.

97. We are a Research, Development, Education and Consultancy Company. We give course/seminars/education about leadership, project management, entrepreneurship and organizational leadership to educational staff of other institutions. Our head and staff are scholars, research assistants and professors from universities. We would like to apply but we want to be sure if we are eligible for the project.

The call for proposals states that "any public or private entity whose core activity is in the field of entrepreneurship education" can apply. O f course, the applicant's operational capacity to complete the proposed action must be demonstrated, as explained in Section 6.2 (Selection) of the call for proposal.

98. On Budget table B.1.1.b, do we need to get and use real budgetary estimate per partner per country to complete it? Or we should make/think such estimates ourselves which are the most realistic and suitable for a project?

A realistic budgetary estimate needs to be completed by each partner, under the coordination of the leading applicant.

99. The call mentions that the maximum budget allocated is 2.450.000€. Is this budget for the entire EU or by individual countries? Likewise the indicative number of projects to be supported is 4 to 8 (including the 3 Lots). Is that the maximum number of projects for the entire EU or by individual countries?

The maximum budget allocated and the indicative number of projects to be supported refer to the entire call for proposal, not to individual countries.

100. Would it be possible to present the project for the call in Spanish?

Yes, a project can be also submitted in Spanish language.

101. Does this call consider staff costs, infrastructure, etc. of the institution in-kind financing or own resources? According to the call the contribution in kind must not exceed 10% of the total

Contribution by own resources (such as staff, etc.) and contributions in-kind (such as a service provided by a third party without paying for it) are possible. The value of contributions in kind must not exceed 10% of the total cost of the action. For more information, please have a look at the Frequently Asked Questions (FAQ) document that is available on-line at the web page of this call. You should refer in particular to our answer to question n. 49 in the FAQ.

102. In the Submission Set there is the Exclusion criteria form D, which is, by the Guide for Submission, ought to be filled by the applicant and the partners. However, there is a place in the form D, which advices to put a stamp only of the Applicant Organisation. Should there be the stamp of the partner, in case of the partner organisation is filling the form, or really the one of applicant's?

Each partner should fill the Exclusion criteria form D, and put its stamp on it.

103. In the text of the call it says on point 6.2 that "Applicants must prove that they have at least three years of experience in activities promoting entrepreneurship or in providing and organising education for entrepreneurship" and "Also, applicants must include with their grant application form a curriculum vitae (...)" Is the definition "applicants" (and all requirements and the information/CV requested) referred to lead organisation + partner organisations, or it is referred to lead organisation only?

"Applicant" refers to the lead organisation and to partners as well.

104. There are particular formal requirements for submit the requested "Annual accounts for the last financial year", i.e. a signature of legal representative on all pages and the statement "true copy of the original" or something like that?

You should stick to instructions provided in the call's document (technical specifications, guide for submission, submission set). Please note that what is most important is that all the requested information is provided: there is no preferred form or style, unless otherwise indicated in the call's documents.

105. For Lot 1, we are interested in organising the training outside Europe (in either Singapore, San Francisco or Boston), is that possible?

No, it is not possible to organise activities in countries other than those listed in the call for proposals, Section 5.1 (Geographical eligibility)

106. Can you tell me please- where can I find contacts of coordinators and partners of approved "Entrepreneurship education" projects from 2008 ,2009, 2010,2011?

We published a similar call only in 2009. You will find information on projects supported, including details of project coordinators and partners, on the web at the following address:
http://ec.europa.eu/enterprise/policies/sme/promoting-entrepreneurship/education-training-entrepreneurship/call-for-proposal/index_en.htm

107. Being the number of indicative projects for Lot 1 implies that this particular call will only provide support for 4 projects in total, independently of them being submitted by one or four different leading organizations. Is this assumption correct?

Under Lot 1 we will support a maximum number of 4 projects. The best projects (according to the criteria set in Annex 12 of the call for proposals) will be awarded, independently of the leading organization submitting them.

108. What does the maximum of 500.000 EU co-financing ceiling per project for Lot 1 mean exactly?

It means that for each awarded project within Lot 1 the maximum amount that the Commission will grant to the beneficiary (consortium) is 500,000 €, as clearly indicated in the text of the call for proposals, Section 4.

109. I would like to know whether only the applicant has to provide the financial and operational capacity, or all partners?

All partners have to provide information on their financial and operational capacity. Please refer to the text of the call for proposals, Section 6, and to the Guide for submission, Section IV, where the definition of “applicants” includes both the lead organisation and project partners.

110. Do we only have to submit the application package provided or do we need to add extra materials?

All materials to be submitted are indicated in the call's documents (technical specifications of the call and all its annexes), no extra material needs to be provided that is not indicated in those documents.

111. If we are going to pay for he costs of some of the teachers to attend the final conference i.e. travel and subsistence and ---- those costs cannot go on B1.2a then -- where do we put them?

As Form B1.2a only concerns travelling costs of staff, possible travelling costs of participants in a workshop will have to be included under Miscellaneous costs or Other costs (Form B.1.2.d).

112. Could you please clarify and be specific about what sort of information you require for "staff references /participation in similar projects" i.e. to accompany the Europass CV's?

It means any available information or evidence that will help showing the experience and capacity of staff, there is no predefined form or style for that.

113. Could you, please, specify your answer below, it is still not clear for us which budgetary estimate we should use for B.1.1.b. It is important to know, if it is different per partner we should now ask each partner to full it himself.

Each partner will have to fill the budgetary form B.1.1.b for their part.

114. Do the members of the consortium have to sign a power of attorney, in addition to the Form A/4 that only the members of the consortium must sign (not the lead organization), where there is the above-mentioned clause?

Yes, members of the consortium have to sign both the Form A/4 and a power of attorney

115. Is there any flexibility with this deadline or possibility of an extension for submission?

No, there can be no extension of the submission deadline, which is 16 April.

116. An association (even if connected to an university/public body) should fill the Private company form? And if has no VAT - cannot receive refunding - should send a document stating this?

Yes, it is a private legal entity even if it is connected to a public body such as a University.
The VAT exemption document has not necessarily to be submitted with the proposal, it can be provided later on, for instance with the interim payment.

117. We will ask partners to scan all documents so we can annex them to the submission set - provisionally - and then ask partners to submit originals by regular mail - when and to whom should we send these original forms?

In general, the partners have to send all documents to the coordinator and the coordinator has to provide the original signed documents with the proposal. But we accept a proposal with scanned documents from the partners, but the lead partner has to send the originals as soon as possible.

118. In Budget Form - B.1.3 - Subcontracting Sheet:

- **We must explicit all subcontracted expert/trainer or facilitator?**
- **Any of the tasks attributed to own personnel, if later in implementation, is needed to be most adequately attributed to an external expert or facilitator, can it be changed?**
- **Which is the annex referred in '4 -Tasks explicitly mentioned as subcontracted in the technical annex to the grant agreement?'**

Yes, all subcontractors have to be set out in annex I and II. You should provide detailed information on people working on the project that fall into this category. Please note that subcontractors are contractually not allowed to carry out the core tasks of the project. Changes in the Description of Work require an official amendment to the Grant Agreement in annex I (Description of Work) and annex II (Estimated Budget). If own staff should be replaced by subcontractors, please make sure that the staff has not executed core tasks of the action. Staff costs (temporary or regular staff) are allocated under the cost category personnel costs while subcontractor's cost is allocated under the category subcontracting. Be aware that the subcontracted costs cannot exceed 30% of the total eligible costs of the action. Technical Annex means the Annex I – Description of Work. The detailed information on the subcontracted tasks must be set out in that annex as described above.

119. Concerning the CV template (Europass) suggested in the call, do you prefer the CV to be fill in English?

Yes that would preferable, as English is the language that all evaluators will be able to understand. But you are entitled to write in your own language

120. We would like to develop activities within LOT 1 and we would like to ask if the training courses we would like to provide to teachers and other trainees must have a transnational multiplication. As for example: we will develop 4 workshops related to Entrepreneurship to teachers from several education levels, these workshops must be developed in one country from the consortium and the participants from the other countries come to that country or the activities must be developed in all European partnerships countries using the same means (4 training workshops per country with participants from the others). It is because for us do not make sense to develop the same activity x 4 countries.

This is a legitimate approach. However, please note that it is entirely up to the applicant to decide on how to design the technical proposal in the best possible way in order to achieve the objectives set by the call. The Commission cannot provide a preliminary advice on how to design a proposal, as this would provide an unfair competitive advantage to one applicant compared to others who did not receive such advice. In the end, only the evaluation committee appointed for this purpose will be entitled to judge the relevance and the quality of a proposal submitted.

121. I have a question for the form A/4 related to the questions about the previous applications. Will I consider my own applications? Or, will I consider all applications of my institution?

The Form A/4 has to be filled by the partner organisation, so previous applications will refer to that organisation

122. We are preparing a proposal to submit and we wonder if form D should be filled by all partners or just lead organization.

Form D should be filled by the lead organisation and by all partners, as stated in the Guide for submission, Section IV.3.

123. I would like to kindly ask you if in "Entrepreneurship Education" funding is in the form of pre-financing or reimbursement?

EU funding will reimburse the beneficiaries for a maximum of 60% of eligible costs on the basis of a detailed statement of the costs incurred. However, a pre-financing will be granted that is intended to provide the beneficiaries with a float. Article I.5. of the Model Grant Agreement states that "Within 45 days of the date when the last of the parties signs the agreement, a pre-financing payment (...) shall be made to the co-ordinator, representing 30% of the amount specified in Article I.4.3".

124. Concerning the budget: I can't find the correspondence between the total maximum budget allocated on the call (2 450 000 €) and the sum of maximum EU co-financing ceilings (Lot, 1, 2, 3) that is 1150000 €.

You seem to have overlooked the fact that up to 4 projects can be funded under Lot 1, and up to 2 projects under each one of the remaining Lots, as stated in the call for proposal, Section 4.

125. Concerning point 6.2 "Applicants operational capacity to complete the proposed action, and in particular the sentence "Applicants must prove that they have at least three years of experience in activities promoting entrepreneurship or in providing and organising education for entrepreneurship" the applicant can be considered the whole consortium of partners or only the lead organisation who is submitting the project proposal?

In general each partner should comply with those criteria, not only the lead organisation. Please refer to the text of the call for proposals, Section 6, and to the Guide for submission, Section IV, where the definition of "applicants" includes both the lead organisation and project partners. However the issue has been clarified in one of our answers published in the Frequently Asked Questions (FAQs) document available on the web page of the call. You should refer in particular to our answer to question n° 12.

126. One of the answers in FAQ confirmed that "faxes or scanned copies of the above documents from partners can be temporarily accepted, but the original version will have to be submitted later on, without any unjustified delay". Could you just clarify when the originals i.e. legal entitiy forms, partner profiles forms etc will be needed i.e. is it on approval of bids or will you need them to support the appraisal ?

Originals should be provided as soon as possible; however if some of the original documents from partners are missing the applicant will be asked to submit them when the project proposal is proposed for award, at the very latest.

127. Concerning staff costs, in LLL projects (e.g. Comenius Multilateral Projects) budgets there is a grid with the maximum amount to be paid to people in different functions and different countries. Can I use the same figures for the proposal, too?

For this call we do not fix pre-defined maximum amounts for staff costs. Please follow the instructions of the Guide for submission on staff costs, in Section VI.8 and VI.9.

128. We would like to confirm that the salary of the personnel that a public entity will devote to the implementation of the project can be charged as cost of the same and if it is necessary to present any documentation that ensures that activities that will perform such entity will not be achieved if the project is not carried out.

Co-financing by means of own resources (e.g. personnel cost) is acceptable. The call for proposals states that "The beneficiary must supply evidence of the co-financing provided. It can be provided either by own resources, or in the form of financial transfers from third parties or by a contribution in kind" (please refer to the Technical specifications of the call, Section 4.1). For more information, please consult also the guide for submission. In order to prove that staff from the organisation has worked on the project, you will have to provide time sheets showing the amount of time spent by members of the staff on the implementation of the project. Please note that expenditure arising from staff members who are not directly involved in the roll-out of a proposed action, but carry out minor administrative tasks (e.g. financial officer, maintenance technician) are considered to be covered by the 7% flat rate of indirect cost (see the Guide for submission, Section VI.5)

129. We are a university that is preparing a funding application under Lot 1 b. We wish to host a number of Workshops. In our case the University "Conference/Events" Faculty will make an internal charge to the Business and Law Faculty of around 1,000 Euros per days for us to host a Workshop. Is this internal recharge an eligible expense?

We cannot provide any advice on how to structure the technical proposal. For all information about eligible and non eligible costs, please refer to Sections VI.3 to VI.6 of the Guide for submission and to art. II.14 of the model grant agreement.

130. I have a doubt as per the financial statement A/5 and annual accounts to be submitted:
- A/5: It is said that the information from the most recent accounting year should be used. Should the accounting year be closed? Our last accounting year is 2011, but it is not closed yet. It will be audit and closed in May. Which figures should we state? 2011 or 2010?
- Annual Accounts. It is said that the applicants are requested to submit their annual accounts for the last financial year. Same question: I guess we should submit annual accounts already closed, so we can submit the audit report from the auditors.

In those cases, information to be submitted is intended to cover the last closed financial year, therefore 2011, not the current year.

131. We have several issues concerning the material that is needed to be provided by partners. Can you please indicate where to find a checklist with all the relevant material that is needed to be present with the proposals?

Please understand that all information on materials to be provided by the lead applicant and partners is given in the call for proposals and its annexes. No additional lists can be provided. As a useful check list, you can use the one given in the Guide for submission, Section II (Questionnaire on Completeness of Proposal).

132. Is it required any minimum for the contribution in cash? The technical annex says that "the beneficiary must supply evidence of the co-financing provided". Which is the minimum amount required? Is mandatory to have a co-financing allocation in the budget?

As already indicated in our replies n° 49 and 83 in the Frequently Asked Questions (FAQs) document, this call does not fix any minimum amount of co-financing from the beneficiary that should be provided in cash. The call for proposals states that "The beneficiary must supply evidence of the co-financing provided. It can be provided either by own resources, or in the form of financial transfers from third parties or by a contribution in kind" (Technical specifications of the call, Section 4.1). Of course it is mandatory to have a co-financing allocation in the call's budget, as the Commission will fund only up to a maximum of 60% of the eligible costs, and the rest needs to be provided by the consortium. But as mentioned above, there is no requirement of a minimum percentage of that allocation that should be in cash.

133. We wonder what you mean by Original Copy of the proposal. Do you accept PDF documents duly signed by Legal Representatives of the partner organisations?

The proposal needs to be submitted in original (paper version) signed. Concerning documents from partners, scanned copies of signed documents can be temporarily accepted, but the original version will have to be submitted later on, without any unjustified delay.

134. One of our potential co-beneficiaries raised a question. Their company is registered, however is yet to be VAT registered. They are correcting as we speak but they may not manage to do it before 16th of April which is the duedate. Can you give me some guidelines for this?

Data on VAT registration can be submitted to the Commission later on.

135. I would like to confirm our legal status in this call. We are private university and our structure is Ltd. All the funding for our activities is coming from ministry of education and our activities are governed by law. Usually in various calls we belong to the category of public entity but so far I have not been able find the description in the guideline?

A private institution formed as a Ltd should be considered as a private organisation.

136. Does the rate of 60 percents of the project co-financing from your DG is applicable to university? And what sources of the financing for the rest of the project eligible costs can you suggest?

The maximum co-financing ceiling from the Commission of 60% apply to all project proposals, regardless of the legal status of the applicant. Concerning co-financing from the beneficiary, we cannot suggest any particular structure, it is up to the applicant to design their proposal. The call for proposal states that co-financing can be provided "either by own resources, or in the form of financial transfers from third parties or by a contribution in kind" (but the value of the contribution in kind must not exceed 10 % of the total cost of the action), see Section 4.1 of the technical specifications of the call.

137. We cannot find a definitive answer as to whether the cost of INTERNAL room hire is an eligible cost - in some EU programmes it is expressly forbidden to include the cost of using existing premises for meetings - is it in your programme?

Eligible direct costs are listed in the Guide for submission, Section VI.4. The cost for hiring existing premises that belong to the beneficiary is not considered as an eligible cost.

138: Can we contribute a partially populated database as part of our in-kind contribution? And if yes, how would it be valued? Such a database on the market has a value that runs into tens of thousands. Would that be recognized or would it be based on the development cost of the database? How would the data contribution be valued in that case?

As stated in the Guide for submission (Section VI.16), contributions in kind are contributions provided to the applicant by a third party free of charge, such as voluntary work or the use of equipment. Contributions in kind do not therefore involve any expenditure for the beneficiary and are not entered in his accounts. The use by the beneficiary of his own staff or equipment for the purposes of implementing the action does not represent a contribution in kind since this use constitutes a cost for the beneficiary and may consequently constitute a direct or indirect cost (see Guide for Submission IV.3 – IV.6) of the action. If the beneficiary intends to meet this cost himself it counts as self-financing out of own resources. The Commission may accept co-financing by contribution in kind by third parties, if considered necessary or appropriate. In such cases the value of the contribution in kind must not exceed 10% of the total cost of the action and in any case, contributions in kind are always ineligible costs that have to be co-financed only by the third party providing the contribution in-kind.

139: Can we put in the form A/3 the number of employees of the company XXX? In fact the lead organisation has not employees as the statute of the lead organisation foresees that in order to achieve its objectives and carrying out its activities, the Lead Organisation will make exclusive reference to the company XXXX, which is in charge through a Global service agreement to manage all administrative matters including the employees.

No, the A/3 form has to be filled from the lead partner and only staff from the lead partner has to be mentioned here. The co-beneficiaries have to fill the form A4. Please be aware that the lead partner must have internally the necessary capacity to carry out the project as he has to execute core tasks of the project. In order to have the staff costs of the lead partner eligible, they need to be incurred by him and must be recorded in his accounts.

140: Could we consider as co-financing (beside the 10% in kind) the cost of the salary of the internal personnel of the beneficiary and/or its partners?

Yes, co-financing may be provided by own resources (e.g. staff cost taken over by the co-ordinator of the action and/or its partners), with no distinction between permanent and temporary staff. For more information regarding in kind contribution and self-financing, please have a look at the Frequently Asked Questions (FAQ) document that is available on-line at the web page of this call. You should refer in particular to our answer to question n. 49 in the FAQ.

141: We have at our Institution two researchers holding a PhD grant from the National Agency of Science. Their grant agreement is with the national Agency and our institution does not have any costs with them. We are participating in a project proposal for the open call Entrepreneurship Education where these two researchers are team members. They do not represent any kind of cost for the institution. They will carry out some tasks in the project and will participate in some meetings. I do not know how I should declare them in the proposal. Should I put them as team members with no cost in personal cost? Or despite of they make part of the team, but since we do not have costs with them we should not include their names in the proposal? If we do not include them as team members, can we present their expenses for attending the meetings, for example?

Yes, it is correct; these two experts should be mentioned in the description as team members. Please be aware that their expenses for attending the meetings cannot be allocated under the travel costs since this category is for travel costs of staff only. The travel expenses of the researches can be allocated under subcontracting costs. But please note that in such a case the researchers have to be considered as subcontractors, clearly mentioned and described in detail in the proposal and that they are not allowed executing core tasks to the project. According to the technical specifications of the call for proposals, only a limited part of the project may be subcontracted (up to 30% of the eligible costs).

142: The sum I calculated for the maximum EU co-financing ceilings (Lot 1 + Lot 2 + Lot 3) is 3 300 000, calculated as it follows:
Max 4 projects in Lot 1 * 500 000 = 2 000 000 €
+
Max 2 projects in Lot 2 * 400 000 = 800 000 €
+
Max 2 projects in Lot 3 * 250 000 = 500 000 €

And it is not the same of 2 450 000, that is the maximum budget allocated for this call for proposal. Maybe this means that you don't envisage that all the project to be approved in one Lot (4 pre the Lot 1, 2 for the remaining Lots) could be presented with a maximum co-financing ceiling as that one foreseen in the call?

Please kindly note that the number of projects per lot and the EU co-financing per lot are maxima, i.e. up to 4 projects up to a maximum of 500.000 each can be funded under lot 1, and up to 2 projects under each lot 2 and 3 as stated in the call for proposal, Section 4. This means not, that for instance 4 proposals in lot 1 will be awarded for a total of 2.000.000 plus 2 proposals in Lot 2 and 2 proposals in Lot 3. The total budget for lot 1a, 1b, 2 and 3 will be together **2.450.000 EUR**.

143: I've some clarifications to ask you about the Submission set filling in:

a) According to FAQ n. 4 it is possible for an organisation to be applicant/project coordinator and partner in another project. In terms of submission template, section A: in the "partner template" (A4) do I have to mention that I'm presenting a project proposal on the same call? If yes, in which box? The first one "have you previously or currently submitted this proposal or one similar in content to any Community programme?" or in "have you submitted (or do you intend to submit) in the current year a grant application directly or indirectly from a European institution or Agency". As the two project proposal are effectively different in content but on the same Lot 1.

b)

It is allowed to submit more than one application under this call, as project coordinator or as partner provided that there are no overlaps of costs between the two proposals and that it is different proposals in substance, hence not constituting a risk of double funding the same action. Please mention it in the box "have you submitted (or do you intend to submit) in the current year a grant application directly or indirectly from a European institution or Agency".

c) **Concerning the budget: if we have a Scientific referent that is an external expert, is it possible to put his name in subcontracting sheet without envisaging a specific call for tender to select him?**

d)

Please provide a confirmation (documented) that this expert was selected in line with principles of best value for money, transparency and equal opportunities for bidders were followed. Please also indicate the conditions for exceptions (duly justified, authorised), and be aware that without tendering process costs might not be eligible.

144: Could you please give further information regarding the phrase '*date of postmark serving as timely delivery*'. Does this mean

a) that the application has to have arrived at the Commission by the deadline or

b) that there is evidence of posting on or before the deadline.

c)

The proposal needs to be submitted by mail by 16 April. What counts is the date of submission, not the date of reception.

145: I am the President of the Federation and will be project manager of the lead partner but I am also the project manager for one of the partners. Is this allowed?

Yes is correct. You can have the role as project coordinator and as partner provided that there are no overlaps of costs between the two beneficiaries. Please ensure that there is no conflict of interest and mention clearly in the description of work, which tasks you will execute for which beneficiary (e.g. staff for lead partner, subcontractor for company). For more information regarding in kind contribution and self-financing, please have a look at the Frequently Asked Questions (FAQ) document that is available on-line at the web page of this call. You should refer in particular to our answer to question n. 49 in the FAQ.

146: Could you provide some advice on what information you are looking for to support the answer to the question:
My proposal corresponds to the definition of the target organisation (in accordance with section 5 of the call for proposals). My organisation is/my partner organisations are: (explain how they correspond to the target organisation)"

The target organisation is for instance a university, if your proposal corresponds to that target organisation please have it mentioned in section 5.

147: The applicant for lot 1b should be higher education institutions, such as a University, or could be another institution like a non-profit foundation?

Any organisation fulfilling the conditions described in Section 5.2 of the call for proposal can participate, provided that it has the operational capacity to complete the proposed action (see Section 6.2).

148: For submitting the budget related to our proposal which forms shall be used? A unique B1 and B2 budget summary? Or the "Template financial statements"?

All budget forms from “B1 and B2 forms budget summary” have to be filled, the “template financial statements” are templates for the interim reporting period once a project has been awarded. These template forms have not to be submitted with the proposal.

149: Is there a model application to fill out in order to apply? If I understood well, the application consists on a theoretical project where all the parts are explained. Is it right?
Could we have access to past successful projects or some examples of applications?

You find all necessary forms to fill in the submission set published under the call. For the proposal itself there is no template. It is in your responsibility to explain your proposed action in detail.
The list of awarded projects following the 2009 call is available on-line at the address:
http://ec.europa.eu/enterprise/policies/sme/promoting-entrepreneurship/education-training-entrepreneurship/call-for-proposal/files/call_edu_list_en.pdf
Please have also a look at the Frequently Asked Questions (FAQ) document that is available on-line at the web page of this call. You should refer in particular to our answer to question n°39 in the FAQ.

150: For what concerns the documents from the partners participating in a Consortium, considering the possibility to send a scanned copy of them (as in the FAQ n.117) which is the deadline foreseen to send the original signed documents?

If your proposal will be awarded, we will request the missing original documents. A deadline for submission of the documents will be given in that letter.

151: We are a SME, but we are not a L.L.S. (Limited Company), the owner is a self-employed and the staff is hired by her (in Spain this kind of figure is called "autónomo") so we don’t have a Balance Sheet, any ideas? We don’t know if we can participate like the lead-organisation.

If you are considered as a private company, you have to fill in the financial statement form A/5. Please mention the yearly revenues /resources on form A/3 as well. Any organisation fulfilling the conditions of the Guide for Submission, Section III.1, can act as the lead organisation.

152: Has any of company or other organization from Slovenia already applies for this call for poposal?

The deadline for submission of the proposals will be 16/04/2012. We don’t know yet, which organizations from which countries will apply.

153: Can we apply for this call as a private company?

Yes of course. You may also read the Guide for Submission, Section IV.1, legal entities.

154: Do we have to fill in the “template financial statement” in addition to the obligatory document “forms b1 and b2 budget summary” (section D)?

No, only the “forms b1 and b2 budget summary” have to be filled for the application, the “template financial statements” and “template reporting” are templates for the interim reporting period once a project has been awarded. These template forms have not to be submitted with the proposal.

155: Would the development of the database be considered in-kind contribution or would it be self-financing?

As stated in the Guide for submission (Section VI.16), contributions in kind are contributions provided to the applicant by a third party free of charge, such as voluntary work or the use of equipment. Contributions in kind do not therefore involve any expenditure for the beneficiary and are not entered in his accounts. Thus, the development of the database does not represent a contribution in kind since this use constitutes a cost for the beneficiary and may consequently constitute a direct cost of the action. If the beneficiary intends to meet this cost himself it counts as self-financing out of own resources.

For more information regarding in kind contribution and self-financing, please have a look at the Frequently Asked Questions (FAQ) document that is available on-line at the web page of this call. You should refer in particular to our answer to question n. 49 in the FAQ.

156: What should a partner fill when their company is new and they don't really have any of the financial information needed for form A5? We have talked about the possibility of them being a subcontractor, but seeing as their work is a big part of the whole project we would rather have them as partners.

The partners of applicants (‘Co-beneficiaries’) must satisfy the same eligibility criteria as those for applicants. The requirement of proven experience does not refer only to organisations, but also to the staff of those organisations. Therefore if a new organisation has members of the staff with proven experience in the field of this call, who are proposed as human resources for the implementation of the project proposal, that can be acceptable. If they have not any financial information, they should give the application without this information. Please note however that only the evaluation committee appointed for this purpose will be entitled to judge on the eligibility and operational capacity of applicants.

Regarding your question to select this partner as a subcontractor, please be aware that a subcontractor cannot execute core tasks of the action and only a limited part of the project may be subcontracted (up to 30% of the eligible costs).

157: I will have not had enough time, to prepare for the proposal, I have only seen the request today. Therefore, I can only submit an electronic copy of what is required.

Please see section 8 of the call text stating that electronic submission is not allowed.

Your question contained also a list of what you consider weaknesses. Please note that only the evaluation committee appointed for this purpose will be entitled to judge the relevance and the quality of a proposal submitted.

158: I wonder if we need to send the Grant Agreement at this step, or only in case the project is accepted.

No, you cannot submit a Grant Agreement. Once a proposal has been awarded the Commission will send the Grant Agreement to the beneficiary.

159. We are preparing a project in consortium. The 40% co-financing requires by the call, must to be proportional among all the partners?? Or, Can I, as the leader partner, assume bigger co-financing part of the project?

The 40% co-financing requirement is set for the consortium as a whole. The lead partner, or any other partner, can assure a bigger proportion of that co-financing compared to other partners in the consortium.

160. In the EU guideline it is requested the following: "Staff assigned to the action is understood to mean permanent or temporary staff employed by the beneficiary (or the associate beneficiaries) during the period of the action. The costs of such staff must be actual salaries plus social security charges and other statutory costs included in the remuneration, provided that these costs do not exceed the average rates corresponding to the usual remuneration policy of the beneficiary or, where applicable, its partners". Some of the salary costs of the partners in the consortium we have formed for a proposal exceed the EU average. How do we go about this - as we cannot then state the actual salaries? Should we write in the actual salaries - or should we use the EU average and then consider the difference as ineligible costs?

This call does not take into account or propose any pre-defined EU average for staff costs. The text of the call as mentioned in your question refers to the "average rates corresponding to the usual remuneration policy of the beneficiary or, where applicable, its partners", not to any EU average. Therefore you can write in the actual salaries, provided of course that they comply with the general criterion expressed in the call's documents and reported above.

161. On the Budget form, 1.1.a - Internal staff - there is a first blue column and there is said Nº Supp. doc. - what are this 'support doc'? We are sending every team members CV - can that be?

Yes, it is correct, please provide CVs from all team members.

162. On budget form - the subcontract non-core services: you refer on the guideline that specific tender process is recommended and that indication of subcontractors can turn the proposal ineligible - but then in the specific form you ask for the name of subcontractor - so it seems contradictory - we are making a simple tender process usually, best in 3 budgets in relation of the offer quality/price - is that ok?

Regarding the subcontracted tasks, the Guide for submission (Section VI.14) stipulates that the sheet “B/1.3 Subcontracting sheet” (...) is mandatory, but can be submitted in a draft format if names and specific amounts are not known in advance". It is up to you to include already the name of the subcontractor or to include just a description of the tasks that he/she will be asked to perform. You should provide a confirmation that the experts were, or will be, selected in line with principles of best value for money, transparency and equal opportunities for bidders. You can also indicate the conditions for exceptions to this general rule that are duly justified. The indication of the names of subcontractors as such does not, of course, turn the proposal ineligible as you mention in your question; what is said in the Guide for submission is that subcontractors indicated without resulting from a tendering process might lead to the ineligibility of the corresponding costs.

163. I just realised that you mention 2011 as closed. When I mean closed financial year is a year already audited. Our 2011 accounts will be audited and finally closed in May, so we will submit 2010 annual accounts. Is that correct, or should we submit 2011 although they are not closed?

In our previous answer, "closed" just meant that the financial year has ended, and that you are able to provide the relevant information. If, for the reasons you have stated, information for the financial year 2011 is not yet available, then the latest financial year will be 2010.

164. I don't understand what the sentence means in order to write yes or no. It's not defined in the submission set.

Is the co-financing decision irrevocable?

(if the answer is "No", please comment)

The consortia have to provide a co-financing of at least 40% of the eligible costs of the action. The co-financing can be in cash, (contribution in kind) or contribution of own resources. Your co-financing rate has to be declared and specified in the co-financing statement form. This decision should be irrevocable, i.e. fixed and unchangeable. If this would be not the case, you have to explain why.

165. I'm filling in the Form A/3 and I have problems in the section "Organization details". If I am a public organization I must complete the section "Total yearly revenues/ resources" and "Number of employees"?

No, public entities have not to fill the box Total yearly revenues/ resources". But please indicate the number of employees.

166. In the form A/3, A/4 and C of the Submission Set, under the part of "Information concerning participation and involvement", we have understood that we should indicate the co-financing amount per partner (lead partner in A/3, partners in A/4, co-financers in C), both in Monetary contribution and Own Resources, exceeding the EU grant, that is to say: what is needed extra EU grant to reach the total budget coverage. Is it right?

Yes, this is right.

167. In form B/2 of B1 and B2 forms budget summary file, we should indicate the same datum, i.e.: the part of the budget exceeding the EU grant, divided into Monetary contribution and Own Resources, in order to reach the equality Costs - Revenue? Can you confirm us if our interpretation is correct?

As clearly indicated in Form B2, you should indicate there thye co-financing by the applicant, other third party co-finance, the contribution requested from the Commission and possible direct revenues expected from the operation.

168. For professors, staff members, external trainers and subcontractors, is it mandatory to report every name and surname in budget scheme?

Yes, this is correct, the full names (if already known) and the costs for subcontractors have to be allocated under the subcontracting form B.1.3. Furthermore, in annex I (Description of Work) we kindly request that you provide us with detailed information on people working on the project that fall into this category. Please state the name of the co-beneficiary as well. You may wish to present your listing in the following manner: beneficiary - category - person's name - function in the project – tasks executed by the subcontractor - estimated budget. We would like to draw your attention also to the fact that subcontractors are contractually not allowed to carry out core work of the project. Finally, please provide a confirmation that all subcontractors were selected in line with principles of best value for money, transparency and equal opportunities for bidders.

169. I would like to know the difference to participate as mono-beneficiary grant and multi-beneficiaries grant; we are 15 partners organization, and we would like to know if is possible to participate as mono-beneficiary organization (the lead organization complete all documents A4, A5,...) and, if the project proposal is approved, the lead organization is responsible to distribute the grant among all partner organization, what documents have to fill in this case the partner organization?

This is a multi-beneficiary grant only; therefore project leaders and partners will have to provide information about their respective organisations and fill the relevant documents as indicated in the text of the call for proposal and its annexes. All partners have to be determined with their names in the proposal, including their tasks, budgeted costs and co-financing.

170. We are in the process to fill in the A4, and we have a doubt as per the following question:

- Have you during the last three years obtained a Community grants, procurement contracts or indirectly from a European institution or Agency? If yes, please give the following details; indicate the main differences between the present and previous proposals.

We are a technological centre specialised not only in training but other fields, from healthcare technology to clothing, etc. and we participate in a lot of European programs (7th framework program, etc.) but none of our proposals has anything to do with the one that we are going to submit. We understand that this question is to see that we comply with the principle of sound financial management and there's an absence of a double burden, but as they are completely different to the proposal there's no need to have to list all of them.

You will have to list in that form all grants that your organisation has received from the EU. You can mention under "Differences" that these grants concerned projects in different fields, and mention which (healthcare, etc.)

171. Is it required any interest letter from each of the partners involved in the project we are submitting?

The text of the call for proposals (Section 4.1) stipulates that "the final grant agreement must be signed by each participating co-beneficiary unless power of attorney is conferred upon the appointed coordinator (Form A/4 in the Submission Set)". Having complied with one of those two possibilities, partners will not need to submit an interest letter in addition. In a way, the form A/4 itself, which is signed by each partner, can be considered as a letter of intent.

172. Is it possible to send the proposal by courier?

As mentioned in the text of the call, Section 8, the project proposal can be sent through a private courier, what is important is the evidence of timely delivery (date of deposit slip).