COSME Programme

Call for Proposals

Supporting the Promotion and Development of Transnational Thematic Tourism Products Linked to Cultural and Creative Industries

COS-TOURCCI-2017-3-03

EASME-COSME-CULTURAL-TOURISM-2017@ec.europa.eu

Questions and Answers
Version 8
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New Questions (and Answers) when compared to previous versions will be highlighted in a yellow background.

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A. General

A.1 Within the context of the Call, what is the exact role of the participating managing authority of a UNESCO cultural site? Could you please elaborate on it?

The role of the Managing Authority of a UNESCO site participating in the consortium in general will be to support the project partners with their knowledge, experience and networks in the development and promotion of the project proposed, as well as providing added value to a consortium in terms of exchange of good practices. In return, the UNESCO sites will benefit from the diversification of their offer, the stronger cross-border cooperation, the awareness raising about cultural heritage, as well as the potential new market uptake.

A.2 The Call embraces the definition of cultural heritage as proposed by UNESCO. In this regard, the term “cultural heritage” encompasses several main categories of heritage falling under tangible and intangible cultural heritage. Nevertheless the document then refers to "UNESCO cultural sites" and in the paragraph 6.2 Eligible Consortia, 6.2.2.point a), the footnote 18 leads to the World Heritage List (http://whc.unesco.org/en/list/) with tangible cultural heritage results only. Therefore, can UNESCO intangible cultural heritage be the focus of the proposal?

Section 2.3 stipulates that the call supports projects developing and promoting transnational thematic tourism products capitalising on European cultural heritage. The transnational tourism product must be conceived and structured around a common theme related to European cultural heritage and must use CCIs-related technology in promoting and enhancing visitors' experience. As possible examples, transnational products focusing on intangible cultural heritage are also indicated as acceptable, and examples of the latter (like local cuisine, handicrafts etc – see pages 7/8) are also provided accordingly.

It is also stated in the Call – amongst others - that the UNESCO cultural site/s must be the focal point around which the transnational product is built (page 9), and that a managing authority of a UNESCO cultural site included in the World Heritage List should be included in the consortium (page 15).

The onus is therefore on the applicant to propose a consortium that includes a managing authority of a UNESCO cultural site included in the list in Footnote 18. The theme and transnational product could on the other hand be directed towards either tangible and/or intangible cultural heritage.

A. 3 Is there a standard referent indicating legally what is a CCI organisation? This would help us include the right partners.

For the purposes of the Call, Section 1,2,2 indicates that Cultural and Creative Industries are knowledge and innovation-intensive industries that trigger spill-overs and synergies with other sectors, such as tourism and the visitor economy. CCIs are one of the most vibrant sectors of the
EU economy: they employ over 12 million people and generate a turnover of approximately EUR 1,500 billion. CCIs are at the heart of the creative economy. Being at the crossroads between arts, business and technology, they are in a strategic position to trigger innovation spill-overs to other sectors. It is proven that industries with stronger links to the creative industries have stronger innovation performance. With large cultural impact, CCIs operate in highly dynamic markets with rapidly shifting consumer trends and new technologies. They drive innovation in and add value to many other sectors of the economy. They constantly innovate their products, services and business models. CCIs embrace subsectors (i.e. cultural heritage, architecture, archives and libraries, artistic crafts, design, fashion, film, high-end, music, performing and visual arts, publishing, radio, television and video games) which are very heterogeneous in terms of company structures, turnover, employment, markets, distribution channels and business models.

Moreover, CCIs can contribute to promoting Europe and its tourism offer in a more effective and creative way by enhancing visitor’s experience. For example, new audio-visual technologies, such as HD camera mounted on drone, advanced 3D, etc., can increase the attractiveness of sites. It is equally true for Apps which guide tourists to remote rural or mountain areas, hidden treasures, industrial heritage, or gastronomic routes. The development of new products such as travel in time through augmented reality and immersion technologies could be used for tourism as well as for educational purposes.

A.4 The Call embraces the definition of cultural heritage as proposed by UNESCO. In this regard, the term "cultural heritage" encompasses several main categories of heritage falling under tangible and intangible cultural heritage. Nevertheless the document then refers to "UNESCO cultural sites" and in the paragraph 6.2 Eligible Consortia, 6.2.2.point a), the footnote 18 leads to the World Heritage List with tangible cultural heritage results only. Therefore, can UNESCO intangible cultural heritage be the focus of the proposal?

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The onus is therefore on the applicant to propose a consortium that includes a managing authority of a UNESCO cultural site included in this list. The theme and transnational product could on the other hand be directed towards either tangible and/or intangible cultural heritage.

A.5 We have submitted a proposal to another call funded by the COSME programme. We suppose that we can also submit a proposal for this call. Can you please confirm that?

Yes, it is possible for the same organisation to be partner in more than one call under the COSME programme.
A.6 Apart from including a managing authority of the UNESCO cultural heritage sites, can the Consortium build the tourism package on tangible (thus UNESCO cultural, natural, mixed sites) or intangible WH sites?

Regarding tangible/intangible cultural heritage, please refer to some of the other questions/answers of this FAQ, amongst them A.2 and A.4. Please however also keep in mind that the Call states that the UNESCO cultural site/s must be the focal point around which the transnational product is built (page 9).

A.7 I’m writing on behalf of XXX, which is a destination interested in upgrading its cycling routes. Can you please refer us to potential applicants who have similar projects or who could be interested as possible project partners?

If you are looking for partners, you can use the Cordis database. In case you don’t have a profile on Cordis, you can create one here: https://cordis.europa.eu/sur/index.cfm?fuseaction=Reg.UserRegistration

Although the user community on CORDIS is mainly focused on research, there are no specific restrictions on who can use the CORDIS Partners service to create a profile, find partners, collaborate in groups and build projects. One of the features of the research of Partners on Cordis is the option to create partnership requests specifically linked to calls for proposals (all calls and their related partner searches are listed here: http://bit.ly/U6hYlE).

For people who already have a partner profile in Cordis database, they can select a specific COSME call when they create a partnership request: http://bit.ly/1mQZpyn. Each partnership request will then show up as being associated to the call to attract others interested in the same call. Should you encounter any difficulties with the Cordis database, please contact the Cordis helpdesk: http://cordis.europa.eu/guidance/helpdesk/home_en.html

You may also contact your nearest Enterprise Europe Network member who could assist you in finding potential Partners. The list of Enterprise Europe Network members is available at: http://een.ec.europa.eu/about/branches. You may also wish to refer to the freshly inaugurated COSME Hub: https://ec.europa.eu/easme/en/cosme-data-hub regarding information concerning existing co-financed projects.

A.8 The phrase ‘crossing several countries’ is mentioned several times in connection with the transnational context. Does this mean that you are expecting projects to involve cross-border countries and to focus on particular areas/thematic tourism that cross different EU MSs? Or we can also find a thematic topic (i.e. cultural routes) and involving different countries that present ‘similar’ thematic topics but geographically far from each other? In particular, one of the specific objectives of the call mentions ‘strengthen cross-border cooperation and the management skills of public or private bodies in charge of developing and promoting transnational thematic tourism products related to cultural heritage’; in case we are including non cross-border countries, how can we meet this objective?

Emphasis is on a transnational element which can be expressed either by a physical or a conceptual link among the eligible partners from the different countries. Therefore cross-border partnerships can indeed be proposed, but they are not indispensable/essential since partnerships with partners from eligible countries that are geographically distant are equally acceptable.
A.9 I would like to know if the “STANDARD PROPOSAL TEMPLATE” (which is available in *.pdf format on your website) exists in *.doc (winword) and *.xls (excel), depending on the Sections. If yes, where are they available?

We believe that you are referring to the pdf merger of Part A and B that we are publishing on the Participants Portal as an example of what to expect at submission stage. Please note that the Word and Excel formats are in the submission system – they are available after you click the button ‘START SUBMISSION’. Please also refer to Question A.15 below.

A.10 Is the deadline 29 June or 29 July? If it is June, will the call be presented again?

The call deadline is on the 29th June (17:00 h Brussels time). The same Call will not be repeated in 2017. It is still too early to know whether a similar Call will be launched in 2018.

A.11 Our Chamber of Commerce and our city local authority are interested in applying as partners. I have tried to find a leader organization looking for partners under this call through the Enterprise Europe Network (EEN) tourism sector group, but I haven't found anything. I wonder if it is possible to inform me about any interested contacts?

Please refer to Question A.7 above for information sources that could be of use. As regards the EEN, you may also wish to contact your local EEN support office/branch since they might have their own list of potentially interested partners across the network.

A.12 I would like to participate in the current call and have tried – unsuccessfully - the CORDIS database for a partner search. Can you help?

Please refer to Question A.7 and A.11 above for additional information sources that could be of use.

A.13 Is it mandatory to involve in the Project Consortium a Managing Authority of a UNESCO cultural site?

Yes. It is stated in the Call – amongst others - that the UNESCO cultural site/s must be the focal point around which the transnational product is built (page 9), and that a managing authority of a UNESCO cultural site included in the World Heritage List should be included in the consortium (page 15). Please also refer to Questions A.1, A.2, A.4 and A.6 above (amongst others) for

A.14 We are preparing a proposal for this Call. Does the Project leader need to be a SME?

The project leader can be any of the eligible partners included in the consortium.
A.15 In the Guide for Applicants only 2 Annexes are mentioned: Technical Annex 1 - Description of the Action Technical Annex 2 - Detailed Budget. But on the project platform of the participant's portal the first field of documents to be uploaded is called "Technical Annex Section 1-3". Could you please specify what do you refer to with "Annex 3"?

It is unclear what is meant exactly by your comment "the first field of the project platform of the participant’s portal". Please note that after you click the button 'START SUBMISSION', you will be able to access three documents through the "Download Part B Template". These are two excel sheets (Annex 2 and COSME previous projects list – the latter being specific to this Call) and a word document (Annex 1). Also important is the submission of CV’s: this template is amongst others provided through https://ec.europa.eu/easme/en/cos-tourcci-2017-3-03-supporting-promotion-and-development-transnational-thematic-tourism-products .If you are not satisfied with this reply, please re-send the question with a screenshot. Please also refer to Questions A.9, A.16 - A.18 as they might also be linked to your query.

A.16 Which forms have to be submitted?

The complete "submission set" can be found on the call webpage. The coordinator will have to follow the instructions given and submit all requested information, including uploading the requested documents (i.e. description of action, detailed budget, CVs of the project team, list of previous projects of the partners). Other documents (ex. financial capacity) will be requested at a later stage (not at the submission one), so applicants would need to submit these only if the project is successful. In addition to the above, applicants must provide any supporting documents that you consider useful as proof of the fulfilment of the eligibility requirements.

A.17 We are preparing a proposal and would like to know if there is a template for the declaration of honours that should be submitted with the proposal. Could you please indicate us where we can download this form?

As indicated in Section 7.4, applicants will be requested to fill in a declaration on their honour as part of the submission process. The system will prompt you to sign accordingly, after commencing the submission process (by clicking the button 'START SUBMISSION'). To clarify further, as part of the application, upon accessing the submission tool in Step 5, a declaration is compiled by the lead partner on behalf of the partners (where you are asked to confirm certain statements made by ticking the relevant boxes). Such a declaration suffices at this stage. Should the project be successful, additional documents might be requested at a later stage, as part of the Grant Agreement Preparation (GAP) phase.

A.18 In regard to the eventual supporting documents (i.e. Financial Identification Form, Charter, etc.) to be uploaded, is there a checklist available? Where can we find it? The one at page 11 of the "Guide for Applicants" 2016 (not updated to 2017) "Annex - Checklist" the list of documents is not available. In case such documents are needed where do they need to be uploaded?

Yes, the latest Guide for Applicants for the time being is the one dated 2016. The complete "submission set" can be found on the call webpage (https://ec.europa.eu/easme/en/cos-tourcci-2017-3-03-supporting-promotion-and-development-transnational-thematic-tourism-products) but documents are also available through the Participants Portal (refer to Q.9, Q.15-17 too). Documents such as the Financial Identification Form will be requested at a later stage.
(not at the submission one), so applicants would need to submit these only if the project is successful.

In addition to the above, applicants must provide any supporting documents that you consider useful as proof of the fulfilment of the eligibility requirements. You may do this by compiling Technical Annex I – Description of Action, printing it out, inserting all other relevant supporting documents at the end of Annex I, packaging/bundling/scanning everything together into one single document, and submitting it accordingly online as part of the 'Technical Annex I – Description of Action' entry. Please be aware that there are word/file limitations so our strong advice is not to submit at the very end (very close to the deadline) in order to avoid uploading issues. Refer also to Questions A.21, A.42 and A.43.

A.19 Regarding the UNESCO site/s, should each country participating in the consortium have a UNESCO site involved? Or is just a UNESCO site per consortium enough? And how should we link – and promote - the UNESCO sites of each country altogether?

One UNESCO site per consortium - in accordance with the requirements of Section 6.2.2(a) - would suffice, although applicants are free to include additional UNESCO sites (if they so wish) when gathering a minimum of 5 and a maximum of 8 members/partners - different legal entities - covering at least 4 eligible countries (see Section 6.2). Emphasis is on a transnational element which can be expressed either by a physical or a conceptual link among the eligible partners from the different countries. Therefore partnerships with partners from eligible countries that are geographically distant are also acceptable.

Of relevance might also be some of the other questions/answers included in this FAQ (amongst them Question A.8).

A.20 I am writing on behalf of the Ministry of Tourism from XXX. We would like to participate and we need some help regarding the necessary steps for completing registration and submission.

Kindly refer to this link (https://ec.europa.eu/easme/en/cos-tourcci-2017-3-03-supporting-promotion-and-development-transnational-thematic-tourism-products), where you will amongst others be able to access a 'Guide for Applicants', which should prove useful in connection with registration and submission. The same link also gives you a good flavour of the documents that you will be requested to compile, once you initiate the online submission process.

A.21 Regarding Question A.15 above, in the Guide for Applicants only 2 Annexes are mentioned: Technical Annex 1 - Description of the Action and Technical Annex 2 - Detailed Budget. But on the project platform of the participant’s portal the first field of documents to be uploaded is called "Technical Annex Section 1-3". Could you please specify what do you refer to with "Annex 1-3" as there are no mentioned “Annex 3” in the Guide?
After clicking 'start submission', in 'Step 3: Create a Draft Proposal', please click 'Download Part B Templates' where you will find two excel sheets and a word document. It is the latter – PartB_Technical_Annex_1_DOA_TOURISM_2017 – that should be uploaded there. As part of this upload, you should also include additional documents (like CV’s and justifications/fulfilment of the eligibility requirements), however keeping also in mind the limitations elaborated upon in Question A.18. Please also refer to Question/Answer A.42 and A.43

A.22 This call is directed to SMEs, but the partnership has to be composed of different type of partners. We are not sure about the type of entity that qualifies as leader? Does this have to be the SME?

Please refer to Question/Answer A.14. Moreover please note that the requirements of Section 6.2: Eligible consortia should always be respected.

A.23 I’m the exclusive manager of a new business operation named XXX, which provides the user with access to useful information at any time during his stay. It is designed for users who have a destination in any location in Europe and is designed to enable the traveller to have all information they need at any time for their destination. Depending on the country of choice of the traveller, the user can make the appropriate use with the choice and the preferred language. There are separate sections for each country and each topic option that will interest them.

We are really interesting to participate as a small business and have just registered in CORDIS. How can we declare our interest further in this call?
Please refer to Questions/Answers A.7 and A.11 above for additional information sources that could be of use.

A.24 We have some doubts about the UNESCO city and the management authority: we suppose you mean the local authority of the UNESCO city, isn't it? And we would need another local, regional or national authority?

The consortium must gather a minimum of 5 and a maximum of 8 members/partners - different legal entities - covering at least 4 eligible countries - as listed under section 6.1.3. Moreover, the consortium should be composed of at least one SME, a managing authority of a UNESCO cultural site and national/regional/local public authority – meaning at least one of each. For clarification on what is a 'managing authority', please refer to Question/Answer A.1 amongst other questions in this FAQ.

A.25 Are there any documents – like partner declarations - that partners need to fill in?

The full list of documents requested at submission stage is available by following through this link: https://ec.europa.eu/easme/en/cos-tourcci-2017-3-03-supporting-promotion-and-development-transnational-thematic-tourism-products. A 'List of Previous Projects' for instance needs to be submitted by partners, and certain declarations also made within the submission tool (in Step 5). Should the proposal be successful, partners will be requested to sign additional documents during the Grant Agreement Preparation (GAP) phase. See also question/answer C.13.

A.26 We would like to involve several SMEs. Should they be acting only in the tourism or the CCIs subsector?

Please read attentively the contents of Section 6 of the specifications (Eligibility Criteria). Applicants must correspond to the definition of at least one of the target organisations active in the field of tourism, cultural and creative industry (CCIs) as identified in Section 6.1.2 of the Call. This list includes SME’s acting in the tourism or CCIs sectors.

A.27 We are interested to take part in the Call COS-TOURCCI-2017-3-03. Can we see somewhere examples of successful applications for such projects?

Examples of past successful projects relating to previous COSME Calls can be found through the COSME Hub: https://ec.europa.eu/easme/en/cosme-data-hub. These would not necessarily relate to the theme currently under consideration within this open Call, yet other initiatives focusing for example on sustainable tourism and/or low/medium season tourism should still be of interest within the context of your query.
A.28 We have found the COSME Call for Proposals online and since it fits perfectly to an idea we had for already some months, we would really like to apply to the Call for Proposals. Since we would have some questions about the call and the guidelines, I would like to ask if there are some national EASME agencies that could help us on this.

There are no national EASME agencies, yet you may wish to contact your nearest Enterprise Europe Network member who could assist you in finding potential Partners. The list of Enterprise Europe Network members is available at: http://een.ec.europa.eu/about/branches. Please also refer to other questions/answers in this FAQ, amongst them A.7 and A.11. As regards technical questions concerning this specific Call, please send such questions through the functional mailbox, on the same lines as you did with this question.

A.29 I am responsible for International and Curatorial Relations at a creative studio:

(i) What is the difference between Partner and Consortium? All partners together form the consortium. As indicated in Section 6.2.1, the consortium must gather a minimum of 5 and a maximum of 8 members/partners - different legal entities - covering at least 4 eligible countries.

(ii) Do the partners have to be registered as a company / local public body / etc for at least 2 years? Please read carefully the contents of Section 6 on 'Eligibility Criteria'. Applicants should make sure that they meet the conditions indicated, amongst others, in Section 6.1, since this specifies that applicants must be legal entities forming a consortium, and that they must be fully or partly public or private bodies; private bodies must be properly constituted and registered under national law.

A.30 Are there any requirements to the duration and maturity of small enterprise which can take part in program? Can it be newly created enterprise (e.g. 1 month or less official registration)?

Please refer to the above question/answer A.29 (ii).

A.31 I am planning the launch of a new tourism business. The duration of the project is stated 15-18 months, meaning that all works to be done to start business (in my case e.g. construction of houses and zones for unique master-classes to share and promote cultural traditions of different European countries in my own country) should coincide with the defined period of financing, correct?

Please read very carefully the contents of Section 6 of the Call – Eligibility Criteria. Section 6.1.1 specifies that applicants must be legal entities when forming a consortium, and that they should be fully or partly public or private bodies; private bodies must be properly constituted and registered under national law.

A.32 In the 'award criteria' for project evaluation, it is stated that real transnational dimension and involvement of more than 4 countries in the project plays an important role. So taking into account that my project is purely relating to a small business (creation of a unique transcultural eco tourism site in XXX) project, would it be an exclusion point the fact that I cannot plan to include any more counties to the project at the moment?
The eligibility criteria for the consortium are defined in Section 6.2. Applicants should make sure they meet the eligibility criteria elaborated upon in Section 6 accordingly. The Award Criteria you refer to allow applicants to score additional points, but are not exclusion factors.

A.33 In the Call for proposals document: point 6.1 “Eligible applicants”, at the end of the paragraph it is mentioned the possibility of “Affiliated Entities” in taking part of the consortium as partners (with activities and budget allocated): “Affiliated entities, i.e. legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as applicants (one of the 5-8 members/partners) in order to declare eligible costs.”

BUT in Technical annex 1, point A.1.2, there is a table to indicate affiliated entities as well, where **The affiliated entities cannot be considered as one of the 5-8 members/partners required in connection with consortium eligibility – as included in A.1.1 above.

So, can we include in the consortium entities that have a link (legal or capital) with any of the others partners of the consortium? And at the same time, can we search for entities that can be affiliated to the project activities without budget in order to support projects activities? In this case, do they have to sign a letter of support to the project?

Please note that, as stated within the Call specifications (Section 6.1.2), affiliated entities may take part in the action as applicants (one of the 5-8 members/partners) in order to declare eligible costs. Therefore the above-mentioned phrase ("The affiliated entities cannot be considered as one of the 5-8 members/partners required in connection with consortium eligibility ") within Technical Annex 1 is consequently not correct (Technical Annex 1 has been updated accordingly in the system). Partners should be listed in Section A.1.1 and any affiliated entities in Section A.1.2, but the total of these together should not exceed eight. Likewise, the budget table should comprise between five and eight partners (inclusive of any affiliated entities): PartB_Technical_Annex_2_detailed_budget_template_2016_25.04.24.xls.

It is indeed possible for beneficiaries to participate to the call with some activities but without budget – please refer to question/answer C.8 below for additional details.

A.34 In the section entitled "Eligibility of Applicants", it says that ‘the consortium must gather a minimum of 5 and a maximum of 8 members/partners—different legal entities—covering at least 4 eligible countries.’ Does the project and its segments we would propose have to take place in different countries as well? Our plan is to gather 5-8 partners from 4 different countries and for the project to take place only in Serbia. Is that acceptable?

Please be aware that transnational cooperation features very strongly within the Call, and as also reflected in the award criteria, EASME is looking for projects that develop a transnational product. The transnational tourism product must be conceived and structured around a common theme related to European cultural heritage. Your attention is amongst others also drawn to Section 2.4 of the specifications, where it is stated that promoting local offers only, without focusing on a transnational dimension of the offer, or promoting a general type of tourism only, without focusing on a concrete transnational product as a route/itinerary/trail/tourism offer would not fulfil the requirements of this call for proposals.
A.35 Do the partners in the project need to form a legal entity consisting of all the partners/members of the consortium before applying or is it acceptable that there is one partner as a project carrier representing all other partners in the project?

As specified in Section 6 of the specifications, applicants must be legal entities forming consortium, and must be fully or partly public or private bodies; private bodies must be properly constituted and registered under national law.

A.36 In the document Call for proposals (6.3 Supporting documents) is mentioned "Adequate supporting documents have to be provided with the application" - can you please provide examples of these documents (examples of the supporting documents useful as proof of the fulfilment of the eligibility requirements)?

The onus is on the applicants to demonstrate that they fully respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria. Adequate supporting documents of this nature could for instance consist of documents confirming the eligibility of a proposed managing authority of a UNESCO cultural site included in the World Heritage list.

A.37 In the Annex Checklist (final checks before submission) is mentioned the following: "Do you have the agreement of all the members of the consortium to submit this proposal on their behalf?" - Does this means that we need to prepare some official agreement document (ex. Agreement of Letter of Intent) among the member of the consortium? Is it necessary to upload some official agreement document regarding the structure of the Consortium?

It is not imperative to include Letters of Intent or Consortium Agreements at this stage, although you may indeed submit them if they are available. Declarations such as the one you mentioned and those within Step 5 of the submission tool (where you are asked to confirm certain statements made by ticking the relevant boxes) suffice at this application stage.

A.38 "Declaration of honour" in the FAQ document (A.17) you say that the "The system will prompt you to sign accordingly" - does this means that we need to print this part and scan it? Is the template for the "Declaration of honours" available on Horizon 2020 (ex. Europe for Citizens) the same as the one for this call?

Please refer to Question/Answer A.37 since the above mentioned declarations suffice at this stage. Question/Answer A.17 is being updated accordingly too, for additional clarity.

A.39 Could you please advise a link where to find the most up to date form for the declaration on honour?

Please refer to Questions/Answers A.17 and A.37 since the above mentioned declarations suffice at this stage.
A.40 Can a partner be involved in more than one project proposal? Moreover, can a partner be a leader in more than one project proposals?

Yes, in both cases.

A.41 Should the local authority involved in the project (as a partner) be the one within which the Unesco site of the project lies or it is irrelevant?

The UNESCO site managing authority and the public authority need not necessarily be both from the same locality. Whatever the case, please note that the consortium amongst others needs to be composed of (minimum) one managing authority and one public authority, so these need to be different entities (not the same). The submission tool will also ask you to distinguish according to the category. Please refer also to question/answer B.36 for additional relevant information.

A.42 Despite having read the questions you have posted online in this document, it is still unclear to me what do you mean with annexes: Technical Annex Section 1-3; List of Recent projects; Technical Annex 2. Please clarify.

The documents which are obligatory are the ones you are required to fill in at the Participants Portal, namely the Technical Annexes 1 and 2, the list of previous projects, the declaration by the consortium coordinator and the CVs of the main persons primarily responsible for managing and implementing the different activities of the action. The "submission set" can also be found on the call webpage (https://ec.europa.eu/easme/en/cos-tourcci-2017-3-03-supporting-promotion-and-development-transnational-thematic-tourism-products).

Within the online application submission tool, after clicking 'start submission', in 'Step 3: Create a Draft Proposal', please click 'Download Part B Templates' where you will find two excel sheets and a word document. Here you will find the templates for Annex I, Annex II and the List of Recent Projects. As part of your upload, you should also consider including additional documents (like a justification/ fulfilment of the eligibility requirements), however keeping also in mind the limitations elaborated upon in Questions A.18 and A.43.

The 'Description of Action - Technical Annex 1' should be uploaded within what was indicated as the upload button 'Technical Annex Section 1-3'. However, to facilitate clarity, the IT colleagues have changed this category/button now to read 'Technical Annex Section I' (see below image). Likewise, in Technical Annex 2 you should upload the 'budget template' whilst the 'list of recent projects' is self explanatory.
A.43 How can we upload the CV's into the EU PORTAL?

As also indicated in the User Manual of the Participant Portal (documents 'Online Manual'/ 'How To'), only one file per category can be uploaded. This means that if you have several documents (e.g. CVs) they need to get merged in a single PDF file with a maximum size of up to 10 MB. Please therefore scan the CV’s and include them with any of the three categories (Annex I, Annex II, List of Recent Projects) that need to be uploaded. Same applies to, for instance, the justification/fulfilment of the eligibility requirements (not obligatory – only if this is needed).

If you find that you have exceeded the 10MB, please include the CV’s of key personnel (ie. at least the main/core team representing all partners). All CV’s should however be grouped together (therefore not uploaded in different categories). Our recommendation is also to avoid submitting in the very last days, to avoid such potential issues. Refer also to Question/Answer A.18, A.42 and A.49.

A.44 I would like to know if it there is any site where we can gather the necessary documents to be fulfilled by the partners of a consortium. We are trying to create a new consortium for this call but the potential partners ask us which documents have to be fulfilled by them. Are these documents available once inside the application form (participant portal)?

Please refer particularly (but not exclusively) to Questions/Answers A.18, A.42 and A.44. It is also recommended that the 'Online Manual'/ 'How To' documents in the Participants Portal should be closely consulted when you are compiling the proposal.

A.45 I'd like you to elaborate a bit more about what is a 'consortium'. Is it an informal group of participants? Do we need a notary to produce an official, legally binding contract of
Section 6.1.1 specifies that applicants must be legal entities when forming a consortium, and that they should be fully or partly public or private bodies; private bodies must be properly constituted and registered under national law. In order to apply for this call, organisations must be pre-registered with the European Commission and in possession of a unique 9-digit PIC (Participant Identification Code). More details on the PIC are available through the Participants Portal.

As per Section 6.2 of the specifications, the consortium must gather a minimum of 5 and a maximum of 8 members/partners - different legal entities - covering at least 4 eligible countries - as listed under section 6.1.3. The consortium must be composed of at least: one managing authority of a UNESCO cultural site included in the World Heritage list; one SME acting in the tourism or the CCIs subsector cultural heritage; and one national or regional or local public authority. Therefore at least one legal entity representative of each of the indicated three categories must be included.

Upon accessing the submission tool in Step 5, a declaration is compiled by the lead partner on behalf of the partners (where you are asked to confirm certain statements made by ticking the relevant boxes), yet the consortium does not need to be a collectively registered entity at this stage, if this is what you mean when asking about 'an informal group of participants'. Should the project be successful, additional documents might be requested at a later stage, as part of the Grant Agreement Preparation (GAP) phase.

A.46 We've just studied the latest edition of ‘Questions and Answers, Version 6’ and discovered the following differences with the Guide for Applicants. In the Guide for Applicants you clearly state in Section B.2 that ‘Full CV’s shall not be included in the proposal.’ In the Q&A Version 6, at Question A15 you mention ‘Also important is the submission of CV’s etc.’. The same incongruity is there with Letters of Intent or similar documents you refer to in Q&A Version 6, Question A37.

The Guide for Applicants is very clear that only the Administrative Forms (to be completed online in SEP), PartB_Technical_Annex_1_DOA_TOURISM, PartB_Technical_Annex_2_detailed_budget_template and the lists with previous projects are allowed to submit. Section III Proposal Submission reads: Unless specified in the call, any hyperlinks to other documents, embedded material, and any other documents (company brochures, supporting documentation, reports, audio, video, multimedia etc.) sent electronically or by post, will be disregarded.

We'd be grateful to have your clarifications on these attachments really soon. We sincerely hope you will keep the Guide for Applicants as basis for this Call without adding last minute demands.

The 'Guide for Applicants' is indeed an important document guiding applicants throughout the application phase. Yet applicants are requested to base their submissions on the contents of the Call, that is the actual specifications. You yourself indicate the phrase that the Guide mentions 'unless specified in the call...', and indeed submission of CV’s is requested in Section 8.2 (pg 19) of the specifications. This is not a last minute demand since the request forms an integral part of the specifications and EASME effectively also included a CV template on its website, when announcing the Call (the very same link where you access this FAQ:
Regarding the insertion of CV’s in the online submission tool, please refer to Question/Answer A.43.

A.47 Is it possible for the same organisation to be partner in more than one application (more than one project proposal/more than one Consortium) under this Call?

Please refer to Question/Answer A.40

A.48 In the table “WP.1.3 Participants Involved in the Work Package” (Technical Annex I), there is a column “WP Effort (persons/month)”, where you clearly indicate in the footnote the calculation method of person/month, what is the rationale? And in the table “WP.1.6 Planned Effort”, there is a column “Total person-months”, where there is no clear definition, can you provide a detailed definition of person-months as it is meant here?

The objective behind the specified column in WP 1.3 if to calculate the full time collective equivalent of each partner’s involvement in the project, in person/months. This would be a cumulative figure, adding up the work effort of all individual personnel of each specific partner (therefore per partner). In WP 1.6 on the other hand, the work effort should be split per position occupied. As highlighted in the template, partners need to break down the data to indicate person/month per role (coordinator, communications officer, assistant etc).

A.49 We are preparing a proposal for the call and we have a doubt concerning the mandatory documents to enclose to the submission form. In the call for proposals, section 8.2 Operational capacity says that applicants have to submit the following supporting documents:

- Curriculum vitae, preferably in European CV format
- A list of previous projects and activities performed during the last three years and connected to the policy field of the call
- A description of the technical equipment, tools and facilities and patents at the disposal of the applicant in relation to the proposal

My question is, in which of the available forms to submit the proposal in the participant portal application do we need to enclose these three documents? In the “Technical Annex Section 1-3” section, in the “list of recent projects” section or in the “Technical Annex 2” section? Below, I attach the image with the different sections.
Please scan the documents and include them with any of the above three categories that need to be uploaded. Refer also to Questions/Answers A. 42 and A.43 for additional information.

**A.50** I work with the National Coastal Agency of my country. We are interested in a partnership with a couple of organizations for this Call, and have been periodically approached. May we only agree to become partners within one consortium, or may we partner with multiple if approached? Additionally, what is it that a partner must add, do we need to include a CV, become partners online somewhere with all of the other partners, or anything else that I may be missing?

The complete "submission set" can be found on the call webpage (https://ec.europa.eu/easme/en/cos-tourcci-2017-3-03-supporting-promotion-and-development-transnational-thematic-tourism-products) but documents are also available through the Participants Portal - refer also to earlier questions in this FAQ, amongst them Q/A A.18, A.42 - 44 (indeed, CV’s are requested). You will also have to have a pre-validated PIC number (refer to the participants portal). As for the question relating to inclusion in different consortia, please refer to Question/Answer A.40.

**A.51** Regarding the PIC number of the project partners (consortium partners), is it acceptable that the status of the PIC numer is "DECLARED", or it is mandatory that the status of the PIC numer is "VALIDATED"?

Status should be 'validated'.

**A.52** We are approaching some UNESCO centers (in each of the participating partner countries). I would like to ask whether there is a specific template for support letters from the UNESCO partners, which we should use?

There are no specific templates for any support letters that the consortia might wish to include.
A.53 Is there a page limit for any of the sections of technical annex 1 section (we have not found any reference in the Guidelines for Applicants)?

Yes, documents per category need to get merged in a single PDF file with a maximum size of up to 10 MB (this information is included within the submission stage). Refer also to Question/Answer A.43.

A.54 Due to the fact that the consortium we are establishing has only been recently put in motion, can we ask for a prolongation of the submission date by at least by 30 days?

Regrettably, this is not possible. The call deadline is on the 29th June (17:00 h Brussels time).

A.55 Could you please kindly confirm that there isn’t any Partnership Statement, to be signed by the Consortium Partners, nor other Statement to be signed in order to indicate the Coordinator of the project proposal?

The declarations to sign are the ones that the system prompts you to sign, once you enter into the submission tool.

A.56 Is there the need to sign (by pen or with digital signature) any document to be uploaded upon accessing the submission tool?

The documents you upload need not contain specific hand-written or digital signatures.

A.57 Due to the fact that, in our Consortium, not all the partners have declared on the beneficiary Registers a Short Name (Acronym), we are in a situation of using the FULL NAME of the Entity. Sometime, as it happens in “PartB_Technical_Annex_2_detailed_budget_template_2016_26.06.17”, that the real name is cut in the cell. Can we use an abbreviation of the FULL NAME in such instances?

Please use the full name in such instances, or the closest understandable version to the full name. All partners should have a validated PIC though.

B. Eligibility Criteria

B.1 Are partners from Norway eligible for co-financing in COSME?

Footnote 17 of the specifications clearly indicates the groups of countries that are eligible for participation in COSME according to Article 6 COSME Regulation:

a. European Free Trade Association (EFTA) countries which are members of the European Economic Area (EEA), in accordance with the conditions laid down in the EEA Agreement, and other European countries when agreements and procedures so allow;

b. acceding countries, candidate countries and potential candidates in accordance with the general principles and general terms and conditions for the participation of those
countries in the Union’s programmes established in the respective Framework Agreements and Association Council Decisions, or similar arrangements;
c. countries falling within the scope of the European neighbourhood policies, when agreements and procedures so allow and in accordance with the general principles and general terms and conditions for the participation of those countries in the Union’s programmes established in the respective Framework Agreements, Protocols to Association Agreements and Association Council Decisions.

The updated list of eligible third countries is available on the following webpage: http://ec.europa.eu/growth/smes/cosme/index_en.htm. By following this link, it transpires that Norway is not participating in COSME.

B.2 Do the UNESCO cultural sites mentioned in the call include UNESCO Global Geoparks? Moreover, could a managing authority of a UNESCO Man and Biosphere site be considered as the equivalent of a managing authority of a UNESCO cultural site included in the World Heritage list?

At least one managing authority of a UNESCO cultural site included in the World Heritage list should form part of the consortium (for full details on eligibility refer to the Call, particularly Section 6).

Please refer to the link reproduced in Footnote 18 (http://whc.unesco.org/en/list/?&type=cultural) for the full World Heritage List: eligible are those UNESCO sites included in this list, not elsewhere.

B.3 We would appreciate a clarification on the UNESCO managing authorities. Indeed, the World Heritage list is one single list including three sites categories: cultural, natural and mixed sites. Tourism is a priority in all WH sites. Nevertheless, the call seems to be addressed only to a selected group of “cultural” sites. Can you please specify if a UNESCO managing authority of a natural or mixed site can be eligible without necessarily involve the UNESCO managing authority of a cultural site?

At least one managing authority of a UNESCO cultural site included in the World Heritage List (WHL) should form part of the consortium. The eligible UNESCO cultural site should be included in the WHL as reproduced through the link provided in Footnote 18 (http://whc.unesco.org/en/list/?&type=cultural).

Please also refer to the above clarification vis-à-vis the role of a ‘managing authority’ (Question A.1).

B.4 I write to you from a Municipality which forms part of a cross-border UNESCO site where one country participates in COSME and the other does not. Our Municipality lies in the COSME country. Can we consider our UNESCO site as eligible for the project?

Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee.
The onus is on the applicants to demonstrate that they fully respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria.

The fact that the partner’s territory is located within a country eligible for COSME funding is however deemed to be an important factor for eligibility purposes.

**B.5 We plan to use bigdata satellite analytics - is this considered an eligible technology?**

Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee.

As stated in Section 2.4, "applicants are encouraged to propose exemplary, innovative and creative ideas for the development of tourism via transnational cooperation for the enhancement and promotion of transnational tourism products related to European cultural heritage. The project must demonstrate the use of CCIs-related technologies for the promotion of these tourism products and enhancing visitor's experience".

Applicants, therefore, are encouraged to propose creative ideas and innovative solutions linked to technology, as part of their offer. The onus is on the applicants to demonstrate that they fully respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria.

**B.6 Can you please confirm whether a private, non-profit, research center such as XXX - a fairly large organisation (+600 people) with expertise in several different science and technical domains, including innovative solutions for both Tourism and CCI - can participate or coordinate a consortium?**

Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee.

The onus is on the applicants to demonstrate that they fully respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria. In this context, please make sure that your organisation corresponds to the definition of at least one of the target organisations active in the field of tourism, cultural and creative industry (CCIs) as indicated in Section 6.1.2. The list includes research centres.

**B.7 In page 15, the call states that the consortium must include at least one SME acting in the tourism or the CCIs subsector cultural heritage. Is therefore an ICT SME working on many projects, some of which in the cultural heritage sector, eligible according to the call requirements? They are currently applying virtual reality to museums and other cultural endeavours.**
Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee.

The onus is on the applicants to demonstrate that they fully respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria. In this context, please make sure that your organisation corresponds to the definition of at least one of the target organisations active in the field of tourism, cultural and creative industry (CCIs) as indicated in Section 6.1.2. The list includes micro and small/medium sized enterprises acting in tourism or CCI sectors.

B.8 In case the proposal relates to the promotion of intangible cultural heritage, is it still compulsory to include a managing authority of a UNESCO site?

Yes, a managing authority of a UNESCO cultural site is still compulsory. Please also refer to some of the other questions/answers of this FAQ, amongst them A.2 and A.4.

B.9 Can you please confirm that “natural” UNESCO WH sites can be considered as eligible to the call?

Please refer to the link reproduced in Footnote 18 (http://whc.unesco.org/en/list/?&type=cultural) for the full World Heritage List: eligible are those UNESCO sites included in this list, not elsewhere.

B.10 Would an EGTC (European Grouping of Territorial Cooperation) be eligible as a public body and as a Lead Partner?

Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee.

The applicants’ attention is however drawn particularly to Footnote 15 where a list of possible eligible public authorities – and additional clarifications regarding networks, associations and bodies/organisations - are also provided. As also indicated in the same footnote, the onus is on the applicants to demonstrate that they fully respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria.

If the public body is deemed eligible by the evaluation committee, then it would indeed qualify to act as lead partner.

B.11 We are a Romanian public administration which has just setup an Advisory Council for Tourisms (ACT). ACT is not a juridical structure, but part of the city local administration. Would the ACT be eligible as a public authority?

Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee.
The applicants’ attention is however drawn particularly to Footnote 15 where a list of possible eligible public authorities – and additional clarifications regarding networks, associations and bodies/organisations - is also provided. Amongst others, it is stated that a body/organisation acting on behalf of a public authority would be considered eligible "provided that the delegation of powers or empowering is established by an official document submitted with the application".

As also indicated in the same footnote, the onus is on the applicants to demonstrate that they fully respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria.

B.12 In the call document, Section 6, it is stated that the civil society organisations are eligible if their core activity falls under tourism, CCIs. XXX is a non-profit organisation proposing a varied range of activities for active ageing in the fields of lifelong learning, tourism, physical activities and European cultures. We would like to represent the actual travellers (i.e. the customers) in our potential project proposal developing a transnational tourism product in the field of culture and creative industries. Is XXX eligible to apply as a partner?

Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee.

In this context, please make sure that your organisation corresponds to the definition of at least one of the target organisations active in the field of tourism, cultural and creative industry (CCIs) as indicated in Section 6.1.2. The list includes civil society organisations whose core activity falls under tourism, CCIs. Therefore, the 'core activity' element is very important. The onus is on the applicants to demonstrate that they fully meet and respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria.

B13. We, the tourism department of XXX, and our partner university in Switzerland are highly interested in applying for the above mentioned programme. As far as I learned from your website the call is not open to Swiss applicants. Is this correct?

Footnote 17 of the specifications indicates the groups of countries that are eligible for participation in COSME according to Article 6 COSME Regulation. By following this link - http://ec.europa.eu/growth/smes/cosme/index_en.htm - you will also be able to find the updated list of specific eligible third countries that can participate in COSME.

B.14 Are entities from Lebanon and Jordan eligible?

Footnote 17 of the specifications indicates the groups of countries that are eligible for participation in COSME according to Article 6 COSME Regulation. By following this link - http://ec.europa.eu/growth/smes/cosme/index_en.htm - you will also be able to find the updated list of specific eligible third countries that can participate in COSME.

B.15 I would be the most grateful for information if Ukrainian partners are eligible in the call?
Footnote 17 of the specifications indicates the groups of countries that are eligible for participation in COSME according to Article 6 COSME Regulation. By following this link - http://ec.europa.eu/growth/smes/cosme/index_en.htm - you will also be able to find the updated list of specific eligible third countries that can participate in COSME.

B.16 Can universities be applicants in this Call?

Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee.

The onus is on the applicants to demonstrate that they fully respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria. In this context, please make sure that your organisation corresponds to the definition of at least one of the target organisations active in the field of tourism, cultural and creative industry (CCIs) as indicated in Section 6.1.2. The list includes universities.

B.17 The call foresees that a managing authority of a UNESCO cultural site needs to be a partner. UNESCO sites are cultural, natural or cultural-natural sites. Can the natural sites or natural-cultural sites correspond to this request? For instance, is XXX Coast in Southern Italy eligible and can we involve one or more municipalities?

Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee.

Kindly refer to the link reproduced in Footnote 18 (http://whc.unesco.org/en/list/?&type=cultural) for the full World Heritage List: eligible are those UNESCO sites included in this list, not elsewhere.

The applicants’ attention is also drawn particularly to Footnote 15 where a list of possible eligible public authorities is also provided. Amongst others, it is stated that municipalities would be considered eligible public authorities.

As also indicated in the same footnote, the onus is on the applicants to demonstrate that they fully respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria.

B.18 In case of promotion of a specific itinerary, does the UNESCO managing authority have to be the managing authority of the general itinerary, or could be the UNESCO managing authority assigned in UNESCO section of a town hall constituted to valorize and promote its cultural heritage included in the itinerary considered an eligible partner in order to fulfill the UNESCO managing authority profile required for the composition of the consortium?
The question is not very clear so please write back if the following feedback is not sufficient. If the question relates to whether you need to include a managing authority of the UNESCO site or a managing authority of the whole project/itinerary, then you should include a managing authority of "the UNESCO site" not of the "general project/itinerary" in the consortium. For the whole project, a lead partner to coordinate the project would on the other hand be needed, and should be identified within the application.

Another potentially relevant point linked to your question might relate to the contents of Section 6.2.2 (a), where it is stated that "the onus is on the applicant to demonstrate the direct link between the UNESCO cultural site and the managing authority. In case the UNESCO cultural site is a collective World Heritage listing, the managing authority of one (or more) of these sites (but not necessarily all) would also be eligible". If this is the case, please make sure that you are in such a situation, that is having a UNESCO cultural site which is "collective" as also elaborated upon in Footnote 19.

B.19 I am a fashion designer and responsible for the brand XXX and I have been representing our country and specifically XXX in my international presentations such as parades, exhibitions and prizes that I have won for my work. My team and myself apply in a modern way the handicraft techniques that I have learnt since the age of five. I would now like to teach these techniques, as well as to update the way they are used in more commercial and current products for modern day consumers.

Would a project of this nature be eligible and would you know of potential partners who could help put forward a project of this nature?

Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee.

The onus is on the applicants to demonstrate that they fully respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria. In this context, it is recommended that you reflect on the various definitions/explanations and eligibility criteria included in the Call, besides replies given within this FAQ (such as A.3 concerning Cultural and Creative Industries).

As regards partnership searches, please refer to Questions A.7 and A.11 above for additional information sources that could be of use.

B.20 Is it mandatory that the partnership of the proposal has to include each of these three entities: one managing authority of a UNESCO cultural site, one SME and one public authority? Or, on the other hand, can the partnership be formed by at least one of the previously mentioned entities? For example, only one SME (without the authority of a UNESCO cultural site and the public authority).

As per Section 6.2 of the specifications, the consortium must gather a minimum of 5 and a maximum of 8 members/partners - different legal entities - covering at least 4 eligible countries - as listed under section 6.1.3. The consortium must be composed of at least: one managing authority of a UNESCO cultural site included in the World Heritage list; one SME acting in the tourism or the CCIs subsector cultural heritage; and one national or regional or
local public authority. Therefore at least one legal entity representative of each of the indicated three categories must be included.

B.21 Does 'UNESCO Cultural sites' refer specifically to archaeological sites or also to cities that are included in the World heritage List, for example the city of XXX in Lombardy, Italy? In this case, could the managing authority involved in the consortium be the public authority of the city?

Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee.

Kindly refer to the link reproduced in Footnote 18 (http://whc.unesco.org/en/list/?&type=cultural) for the full World Heritage List: eligible are those UNESCO sites included in this list, not elsewhere.

The onus is on the applicant to demonstrate the direct link between the UNESCO cultural site and the managing authority. In case the UNESCO cultural site is a collective World Heritage listing, the managing authority of one (or more) of these sites (but not necessarily all) would also be eligible (see also Footnote 19).

It is up to the applicants to demonstrate that they fully respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria. This applies to the 'managing authority' context too – of relevance might also be some of the other questions/answers included in this FAQ (amongst them Question A.1).

B.22 Should the lead partner be from an EU country? Or should there be at least an EU country involved and part of the consortium?

The consortium may be composed of eligible entities from any of the countries that are eligible for participation in COSME, according to Article 6 COSME Regulation. The lead partner could belong to any of these countries too. For additional details on such countries, please refer to Footnote 17 of the specifications.

B.23 Our museum guards the XXX, a precious manuscript inscripted in the UNESCO Memory of the World Register. It seems that we cannot be considered an eligible managing authority as the XXX is not a site mentioned at the following link http://whc.unesco.org/en/list/?&type=cultural.

However, we would underline that at page 6 of the paragraph 1.2.2. "Specific policy context ", it is clearly stated that the Commission within this Call will embrace the definition of cultural heritage as proposed by UNESCO. In this regard, the term “cultural heritage” encompasses several main categories of tangible and intangible heritage. Therefore, could you please let us know if our museum is eligible to apply according to this criteria?
Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee.

Your attention is however drawn to the fact that the Commission indeed embraces the above mentioned definition as part of this Call, yet applicants are still directed to refer to the link reproduced in Footnote 18 (http://whc.unesco.org/en/list/?&type=cultural) for the full World Heritage List: **eligible are those UNESCO sites included in this list, not elsewhere.**

As also indicated in the same footnote, the onus is on the applicants to demonstrate that they fully respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria.

B.24 The call states that the consortium must be composed by at least one SME acting in the tourism or the CCIs subsector cultural heritage. Therefore, would an ICT SME working on many projects, some of which in the cultural heritage sector, be eligible according to the call requirements? Our SME applies virtual reality to museums and other cultural endeavours.

Please refer to Question/Answer B.7

B.25 My organization, XXX Promos, has been the lead partner of a project co-funded by the EC under the call Cooperation projects to support transnational tourism based on European cultural and industrial heritage. The project title is XXX and you can find all the information on the project website XXX.

In the current call for proposals, page 8, 2nd paragraph we read: "*The Commission wishes to support projects which stimulate competitiveness through innovative activities, besides promoting different tourism products and offers than the ones already co-financed in the past through the tourism calls for proposals. Visibility will eventually also be enhanced through inclusion of co-financed projects within the freshly inaugurated COSME Hub: https://ec.europa.eu/easme/en/cosme-data-hub.*"

In the spirit of the sustainability of the project, could XXX Promos and partners submit a proposal on the theme of XXX and meet the call requirements in terms of innovative and creative actions? Could we submit innovative and creative actions based on the previous project?

Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee.

The onus is on the applicant to demonstrate that they fully respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria.

In this regard, please pay due attention particularly (but not exclusively) to the eligible activities (elaborated in Section 2.4) and to the eligibility and award criteria (elaborated in Sections 6 and
9) since these should give you a clearer indication on whether your concept would be in line with the requirements of promoting and developing a transnational thematic tourism product linked to cultural and creative industries. Moreover, please note that follow up projects linked to others co-financed through separate calls are not excluded, although the onus is fully on the applicant to demonstrate that the new project would not constitute double funding.

B.26 I am very interested in submitting a proposal but I am not totally sure I am allowed. I don't own a business yet, so my proposal would be about creating a business/project to better promote Tourism in Italy. Can you please let me know if a private individual can request the grants?

Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee.

The onus is on the applicant to demonstrate that they fully respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria.

In this regard, please however refer to the list of eligible applicants in Section 6.1.2, whilst also noting the contents of 6.1.1 where it is stated that applicants must be legal entities forming a consortium and that they must be fully or partly public or private bodies; private bodies must be properly constituted and registered under national law.

B.27 We are a SME from Spain trying to establish a consortium for this call, however one of the main ideas have come from our partner organization from Switzerland. We are aware that they are not eligible for co-financing under COSME, however we would like to know if they still can be part of the consortium in case they provide their own funding. Also would it be seen as strange if we allocate to them a leadership of one of the WPs? Are we allowed to subcontract somebody from Switzerland?

According to section 6.1.3 of the call for proposals, only applications from legal entities established in the following countries are eligible: (i) EU Member States; (ii) countries participating in the COSME programme pursuant to Article 6 of the COSME Regulation.

Operators from Third Countries not participating to COSME can always participate without funding from COSME, which means they have to bear themselves their costs. Subsequently, legal entities established in Switzerland cannot benefit from co-financing as there is currently no legal basis under which it could do so.

More information on the participation of legal entities from third countries in the COSME programme can also be found through the following link: http://ec.europa.eu/DocsRoom/documents/23201

Regarding subcontracting, please refer to Question C.7 below.
B.28 Are self-employed allowed to be involved as partners in the proposal?

Please refer to the list of eligible applicants in Section 6.1.2, whilst also noting the contents of 6.1.1 where it is stated that applicants must be legal entities forming a consortium and that they must be fully or partly public or private bodies; private bodies must be properly constituted and registered under national law.

B.29 It is stated that that a managing authority of a UNESCO cultural site included in the World Heritage List should be included in the consortium. Five EU member states (Austria, Czechia, Germany, Hungary and Slovakia) have nominated XXX printing for inscription on the Representative List of Intangible Cultural Heritage of Humanity this year. This means that the craft is already a recognised cultural heritage within these five state parties and is now presented as a shared European heritage. We are now looking for options to promote the craftsmanship and to develop a shared marketing strategy. This call provides an excellent opportunity to do so.

However, none of the workshops is located in a world heritage site in any of the states involved. May I ask if the involvement of a world heritage site manager is absolutely necessary or would you also accept the lead/participation of managing authority (i.e. official, designated offices for the safeguarding) of intangible cultural heritage (e.g. Austrian Commission for UNESCO in Austria and Germany, etc.)?

Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee.

Section 6.2.2 of the Call stipulates amongst others that the consortium must be composed of at least one managing authority of a UNESCO cultural site included in the World Heritage list. Kindly refer to the link reproduced in Footnote 18 (http://whc.unesco.org/en/list/?&type=cultural) for the full World Heritage List: eligible are those UNESCO sites included in this list, not elsewhere.

The onus is on the applicant to demonstrate the direct link between the UNESCO cultural site and the managing authority. In case the UNESCO cultural site is a collective World Heritage listing, the managing authority of one (or more) of these sites (but not necessarily all) would also be eligible. The theme and transnational product could on the other hand be directed towards either tangible and/or intangible cultural heritage.

It is up to the applicants to demonstrate that they fully respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria.

Other questions/answers in this FAQ – such as A.1, A.2 A.4 and C.8 amongst others – may be of interest too within the framework of your request.

B.30 Our ASBL, which otherwise satisfies the other criteria, provides a service of promoting Europe’s religious heritage. With the money raised it employs four staff. Could you let me know whether we qualify as an SME under the EU definition?
As per Footnote 20 of the specifications, an SME is defined as a company engaged in economic activities and having less than 250 employees, with a turnover of less than EUR 50 million or a balance sheet total of less than EUR 43 million (http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm).

**B.31 Can the Leading Partner be responsible for most of the project and other partners participate with knowledge and content? Example: We are a creative studio who would like to work with several Heritage sites (we will have 5 partners – nationalities listed). We would create most of the contents in terms of production, but would have produced local content with experts from Partner organisations and UNESCO heritage sites at partners’ countries.**

Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee.

The onus is on the applicant to demonstrate that they fully respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria.

In this regard, please however examine closely the contents of Section 6 – Eligibility Criteria. Particularly Sections 6.1 (eligible applicants) and 6.2 (eligible consortia). Applicants are also encouraged to refer to the Award Criteria in Section 9, including the criterion "How strategically chosen, concretely involved and relevant are the different types of project partners?"

**B.32 We would like to submit a proposal fitting within the goals of the call, for a project that centres around a Unesco-nature heritage site. Am I correct in understanding that a project that centers around a Unesco-nature heritage site is not eligible?**

Kindly refer to the link reproduced in Footnote 18 (http://whc.unesco.org/en/list/?&type=cultural) for the full World Heritage List: **eligible are those UNESCO sites included in this list, not elsewhere.**

**B.33 Is it absolutely necessary that a managing authority of a UNESCO World Heritage List site is a partner in the project?**

Please refer to question/answer B.2 (among other questions asked)

**B.34 Would a project built around a caves route be considered eligible for this Call?**

Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee.

Nevertheless, your attention is drawn to the fact that Section 2.3 of the specifications indicates that the transnational tourism product must be conceived and structured around a common
theme related to European cultural heritage, and must use CCIs-related technology in promoting and enhancing visitors’ experience.

As possible examples, transnational products focusing on tangible movable/immovable/underwater cultural heritage such as traditional historical or archaeological monuments/sites (like caves) using augmented reality and immersion (virtual reality) technologies for joint promotion and enhancing visitors’ experience are mentioned as areas that could be of interest within the context of this Call.

B.35 My question concerns eligibility criteria of the consortium. At this regard, Section 6.2.2 indicates that the consortium must be composed of at least:

a. one managing authority of a UNESCO cultural site included in the World Heritage list;

b. one SME;

c. one national or regional or local public authority.

In the event that (a) and (c) coincide - namely that the managing authority of a UNESCO site represents also a national or regional or local public authority - would the above-mentioned eligibility criterion be considered as respected? If yes, can you confirm that there is no obligation to include two different actors in the partnership in order to fulfil the eligibility consortium criteria?

The consortium needs to include an eligible partner within each of the three categories indicated above. Even if two of these coincide, the consortium would still need to include another eligible partner. Therefore if a partner is a public authority but also a managing authority of a UNESCO site, the consortium should also include a separate public authority or managing authority of a UNESCO site. Refer also to Question/Answer B.36

In total, the consortium must gather a minimum of 5 and a maximum of 8 members/partners - different legal entities - covering at least 4 eligible countries.

B.36 As regards the UNESCO managing authority, when it is composed by a consortium, like in our case Municipality + Region + University + Chamber of Commerce, all together, could only one of those entities be considered as proper managing authority? Also, in case the answer would be yes, could be the same entity, for example a Municipality, count both for MAUN (Unesco) and EPA (public entity) or must be present 2 different organizations (So in this case we should decide whether a Municipality could participate either as a MAUN or as a EPA)?

A public authority can indeed be a managing authority at the same time, as long as there is at least one other public authority participating in the consortium (the UNESCO managing authority and the public authority cannot be "embodied" by the same organisation). As the eligibility criteria indicate, the consortium amongst others needs to be composed of (minimum) one managing authority and one public authority, so these need to be different entities (not the same). The submission tool will also ask you to distinguish according to the category.

As regards the above example, both the municipality and the region could be managing authorities, if they are eligible to do so (refer also to Question/Answer A.1), but one of them has to be presented as the public authority participant of the consortium.
The onus is on the applicant to demonstrate that they fully respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria.

**B.37** In the section "Eligibility of applicants", it is indicated that the consortium should consist of one managing authority of a UNESCO cultural site included in the World Heritage list. Is it possible that it would be an object, which is only a candidate for inclusion in the list of the World Heritage of my country?

Kindly refer to the link reproduced in Footnote 18 (http://whc.unesco.org/en/list/?&type=cultural) for the full World Heritage List: eligible are those UNESCO sites included in this list, not elsewhere.

**B.38** We are a consortium of 5 countries and were wondering if a public university is an eligible public authority?

Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee.

Please note however that for the purpose of this call for proposals, examples of eligible public authorities at national, regional and local level are specified in Footnote 15 of the specifications. Public universities are not included, and indeed the safest option would be to choose a public authority from this list. Nevertheless, the same footnote also states that the list is not exhaustive and that other public authorities will also be considered, yet the onus is on the applicant to demonstrate the authority’s eligibility and relevance in the context of this Call for proposals. If necessary, by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria.

**B.39** We are designing a project proposal involving a Unesco site managing authority that is a local public authority (city) itself. Do we need another public authority to correctly complete the partnership? Please clarify since Answer A24 in the FAQ is not sufficiently clear.

Please refer to Questions/Answers B.20, B.35 and B.36 amongst others.

**B.40** Can a single beneficiary apply? Is it eligible if we apply as a SME without having other partners? In the case of a proposal under the 60.000 EURO threshold, is it mandatory the same 25% co-financing of the beneficiary?

Mono-beneficiary grants are not possible within this call for proposal. Please also refer to Question/Answer C.16

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**C. Financial and Budgetary Provisions**
C.1 Are Municipalities subject to Audits and Financial Viability Checks?

All beneficiaries – whether public or private sector stakeholders - are subject to audits. Municipalities are on the other hand not subjected to Financial Viability Checks.

C.2 Are travel and accommodation expenditures eligible in the framework of COSME Programme? And if this would be the case, in which budget line must this typology of expenditure be justified?

In principle, yes. The budget line would depend on whoever is making the claim. If staff/personnel, then it would appear under 'travel costs'. If externals, then it would appear under 'cost of other goods and services' or 'subcontracting', depending on the nature of such costs.

C.3 What is the amount of co-financing?

As indicated in the Call specifications (Section 4), there is a maximum reimbursement (co-financing) rate of 75% of eligible costs.

C.4 If a Regional Public Authority is involved in a Project Consortium, can the 25% co-financing be covered by funds from the Regional Operational Program (European Social Fund or European Regional Development Fund)?

No, this is regrettably not possible.

C.5 Can co-financing of 25% be covered by the staff cost of a partner organization or be covered exclusively with financial resources?

Co-financing should be exclusively from the partners’ internal financial sources.

C.6 In the budget excel file, regarding direct staff costs for applicant what do you mean by name of the staff?

Please indicate the name (and category) of the personnel working under an employment contract with the partner or under an equivalent appointing act and assigned to the action. Please also include the CV’s of the persons named in the budget excel file, within your submitted proposal. Refer also to Section 12 of the Call for more information on eligible costs).

C.7 Are we allowed to subcontract somebody from Switzerland?

Regarding Swiss subcontractors, they are not beneficiaries of the EU grant and, therefore, they are not subject to the eligibility criteria laid down in the call for proposals. This is therefore possible. However, the selection of subcontractors may not serve to circumvent the eligibility rules for beneficiaries.
In any case, subcontracting action tasks must meet the following conditions:

- It may only cover the implementation of a limited part of the action;
- It must be justified having regard to the nature of the action and what is necessary for its implementation;
- It must be clearly stated in the proposal;
- The beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate) and avoid conflicts of interests.

C.8 Can a beneficiary participate to the call with some activities but without budget? Can the UNESCO site (as a beneficiary) participate to the call with some activities but without budget?

Nothing prevents applicants not to request EU funding. Article 8a of the model grant agreement contains specific provisions for this kind of applicants not requesting EU funding.

Please note that applicants not requesting EU funding must meet the eligibility conditions laid down in section 6.1 and are considered for assessing the eligibility of the consortium as per section 6.2 of the call for proposals. They also have to appear in the budget table as one of the 5-8 members/partners with 0 euros as EU contribution.

C.9 In both the call for proposal and the guide for applicants no mention is made regarding the participation associated partners and the eventual eligibility of their costs for the action. In earlier calls, it was possible to include associated partners, is this still possible for this call, or are they simply considered as third parties thus not able to perform eligible costs?

By 'associated partners', we believe you refer to affiliated entities. If this is not the case, please clarify again by sending another question. As regards affiliated entities, please refer to Section 6.1.2 where it is stated: "Affiliated entities, i.e. legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as applicants (one of the 5-8 members/partners) in order to declare eligible costs."

C.10 On page 24, A.2 of the call we read: “The costs of the personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken.” Can the resources of any PUBLIC BODY (which will be the APPLICANT and/or the LEAD APPLICANT in such a CALL), who will be dedicated (partially or totally) to the ACTION be accounted as eligible costs under “STAFF costs”?

Yes, but only for those costs incurred to implement the activity related to the project.

C.11 Can the Lead Partner subcontract a company for monitoring, evaluation and reporting tasks?

Subcontracting is indeed permissible. However, as further elaborated upon in Section 12.1e) of the specifications, the externalisation of specific tasks or activities which form part of the action
as described in the proposal must satisfy the conditions applicable to any implementation contract (as specified within Section 12.1e) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal.

Applicants are also encouraged to refer to the Award Criteria in Section 9, including the criterion "How strategically chosen, concretely involved and relevant are the different types of project partners?"

C.12 Are the Legal Entity Form and Financial Capacity needed?

For Financial Capacity, please refer to Section 8.1 of the specifications. Please also note that the Legal Entity Form is not requested at this stage.

C.13 Financial capacity for low value grants is defined by the submission of a declaration on applicant's honour. Could you please clarify what does it mean? And is there a need to provide any other documents proving financial capacity of applicant?

As part of the application, upon accessing the submission tool in Step 5, a declaration is compiled by the lead partner on behalf of the partners (where you are asked to confirm certain statements made by ticking the relevant boxes). Such a declaration suffices at this stage for low value grants (≤ EUR 60 000). Should the project be successful, additional documents might be requested at a later stage, as part of the Grant Agreement Preparation (GAP) phase.

C.14 We found some errors in the attached file called "PartB_Technical_Annex_2_detailed_budget_template_2016_25.04.24". The errors are in the sheet called "Budget-Partner9": on line 4 the Data Partner Number is 11 rather than 9; on line 5 the Participant Number is 11 rather than 9. These errors are linked to sheets called "Table 1Expenditure" and "Table2Revenue". May you check and help us to fix it?

As indicated in Section 6.2.1 of the specifications, the consortium must gather a minimum of 5 and a maximum of 8 members/partners. In the circumstances, if you are going to submit a proposal with 8 partners, please avoid using "Budget-Partner9" (which is superfluous) and utilise the preceding eight sheets in the file, namely the "Budget Co-Ordinator" sheet and the sheets "Budget-Partner 2-8". The links to the other two mentioned sheets ("Table 1Expenditure" and "Table2Revenue") should in this regard work fine. If however this does not resolve your problem, please let us know once again through the functional mailbox. In view of nagging problems connected to the calculation of totals, the previously uploaded Budget Template (Annex II) has just been replaced by a new version. Please use the new version uploaded today (26.06.17) in the system, when submitting your application. Those who already submitted should please re-edit their budget template accordingly, if the totals in Table 1 (Expenditure) and Table 2 (Revenue) were not included.
C.15 In which ratio has the funding to be divided among the consortium members?

This is a decision which the consortium members themselves need to take, depending on the level of involvement of the different partners accordingly. Consortia should however always keep in mind the transnational dimension of the Call, and the importance to relate the thrust of the proposal closely to the Award Criteria (Section 9, pg. 19 of the specifications).

C.16 Is there a space for mono-beneficiary grants within this call for proposal? In other words, is the one single beneficiary (privately held company entirely responsible for the implementation of the action) able to apply for the funding without forming a consortium?

No, sorry. As indicated in Section 6.2.1, the consortium must gather a minimum of 5 and a maximum of 8 members/partners - different legal entities - covering at least 4 eligible countries - as listed under section 6.1.3

C.17 We would like to add an Association as a full partner in our consortium. This Association is a registered charity and a limited company. Their income is mostly from annual membership subscriptions. They have around 1,500 members, they publish News twice a year... The charity is run by volunteers. They have no employees, though volunteers can claim reasonable expenses. Could this Association be a full partners if they don't have staff? How they can participate?

Please note that the Executive Agency services cannot, for reasons of equal treatment, neither assess proposals at this stage nor help to draft proposals. Assessing the proposal – including its eligibility - is the exclusive competence of an appointed evaluation committee. The onus is on the applicants to demonstrate that they fully respect the requirements set in the call, also by submitting any supporting document you consider useful in order to allow the evaluation committee to have enough information to assess the fulfilment of the eligibility criteria.

In this context, please make sure that the association corresponds to the definition of at least one of the target organisations active in the field of tourism, cultural and creative industry (CCIs) as indicated in Section 6.1.2.

In principle, each partner should have eligible personnel/subcontractors in order to be able to implement its tasks. As to cost eligibility, please have a close look at Section 12.2 ('Funding Forms') of the specifications.

C.18 I would like to know if the "SME-OWNERS" costs are eligible costs accountable under "STAFF category". Two resources, which will work in the project, are SME-OWNERS, neither employed nor employable, according to the National laws. How we can financially account their man/hours?

As specified in Footnote 24 of the Call specifications, based on Commission Decision C(2017) 1118 of 23.2.2017, the personal costs of beneficiaries being SME owners or natural persons both without a salary can be eligible on the basis of unit costs.

This same note is also included within the 'Ref Numbers' excel sheet forming part of the Budget Template (PartB_Technical_Annex_2). Point 15 here ("Category of Staff to Work on the
Project”) also specifies that applicants shall identify each category of staff in a clear and unambiguous manner.

In so doing, applicants should list - within each of the data partner sheets - the name and category of each staff member but also SME Owners or natural persons too. Their category (ex. junior expert; SME Owner etc) should thereafter be clearly stated, as also requested in the budget template (PartB_Technical_Annex_2).

C.19 Are there any specific financial guidelines for the budget for each activity?

The available budget is indicated in Section 4, whilst financial provisions are elaborated upon in Section 12 of the Call specifications. Please also refer to the Participants Portal for further guidance.

C.20 Reference is made to Question/Answer C5. We need confirmation that you will accept exclusively cash as co-financing from partners in the consortium, e.g. that staff costs will have to be covered by either the COSME contribution or partners’ co-financing.

Co-financing means that the resources which are necessary to carry out the action will not be entirely provided by the EU grant. It may effectively take the form of the beneficiary’s own resources; income generated by the action and/or financial contributions from third parties.

Indeed, co-financing could be covered by staff costs. The staff costs are considered as beneficiary’s own resources; subsequently, the EU Contribution can cover up to 75% of staff costs.

C.21 I have downloaded the budget template from the official website and I have realised that the template contains an error in the table of Partner 9, that I cannot eliminate neither correct. Can you please suggest how to manage this problem?

Please refer to Question/Answer C.25

C.22 We’ve verified an error on the “TECHNICAL ANNEX 2”:

The table “TABLE1EXPENDITURE” is blocked for just 8 Partners; The 9th Line is full of #REF!; - The total then is NOT correctly calculated and it shows #REF! How can we manage such an error?

Please refer to Question/Answer C.25

C.23 If the value of the grant is > 60,000 €, do we need to upload in the submission stage also other documents for the financial capacity? In case the Organisation (Coordinator) asking for a grant > 60,000 is a public body (es. University), do they need to provide further information on the financial capacity?

Please refer to Questions/Answers A.16, C.12 and C.13. The Call includes information on Financial Capacity in Section 8.1. At a later stage, particularly if the proposal is successful,
additional documents/further information may also be requested. Should the applicant however decide that specific documents are important even at this stage, particularly as proof of the fulfilment of the eligibility requirements, he/she should still include any supporting documents considered useful.

C.24 Should affiliated entities taking part in projects with no budget allocation be identified in Form A as project participants (and therefore, be identified by their PIC numbers)?

Please refer to Questions/Answers A.33 and C.8

C.25 The Excel file “Technical Annex 2 (template for detailed budget)” that is available in the document package is corrupted. The problem occurs in Table1 Expenditure (row 15 and 27) and in Table2 Revenue. It is impossible to calculate the total. Please provide a usable file as soon as possible.

The budget template has just been changed within the system, and all applicants advised accordingly through the system. The following message has been sent:

*The previously uploaded Budget Template (Annex II) has just been replaced by a new version, due to some technical problems connected to the calculation of totals. Please use the new version uploaded today (26.06.17) in the system, when submitting your application. Those who already submitted should please re-edit their budget template accordingly, if the totals in Table 1 (Expenditure) and Table 2 (Revenue) were not included.*

C.26 In the new version of the budget template, Cell K/L 31 of ‘Partner 2’ does not give the correct value. Please advise how to correct this.

The formula has been modified, and a new version of the budget template has been uploaded accordingly in the system. This problem only applies to ‘Partner 2’. Applicants were advised through the system to use the new version uploaded today (26.06.17 at 15.15h circa) in the system, when submitting their application. The deadline remains on the 29th June at 17h Brussels time.