



## **QUESTIONS & ANSWERS (Q&A)**

### **2019 EU Health Award for cities, NGOs and schools preventing and reducing obesity in children and young adults**

Last update: 10/05/2019

#### **Q&A No. 1**

**Q:** Would national education trade unions undertaking initiatives to prevent and reduce obesity amongst children and young people qualify as applicants for the award, under the NGO category?

**A:** As long as the organisation (including national education trade unions) fulfils the [eligibility criteria](#) listed in the call (“...non-governmental...non-profit-making, and independent from industry and without commercial and business or other conflicting interests”) and can provide a legal registration document as requested in the submission form, they qualify as applicants for the 2019 EU Health Award under the NGO category.

#### **Q&A No. 2**

**Q:** Are universities eligible applications for the 2019 EU Health Award?

**A:** Following eligibility criterion C - school of primary and/or secondary education, universities are not eligible to apply. Moreover, private universities are usually profit making and public universities are commonly financed with public money (governmental influence), so not eligible for the “NGO” category neither.

#### **Q&A No. 3**

**Q:** We want to know if a legally established non-governmental body or a school of primary education in a city which has less than 30.000 inhabitants is an acceptable applicant for the award?

**A:** Yes, a legally established non-governmental body or a school of primary education in a city which has less than 30.000 inhabitants can submit an initiative to the Award, as the criterion of 30 000 inhabitants only applies to cities.

#### **Q&A No. 4**

**Q:** Are initiatives that target the reduction of obesity in children younger than 6 years of age eligible?

**A:** As stated in the eligibility criteria, the applicant must target initiatives to reduce obesity in children and young people in the age range between 6 and 18 years.

#### **Q&A No. 5**

**Q:** I would like to see the complete submission form as a whole. Now I can only see it online divided into several „pages“.

**A:** It is indeed possible to get the submission form in a pdf format before submitting. Applicants only need to click on the “submission form” button in the Award website, [submit your initiative](#) tab. Then, once landed in the submission form, the applicant has the option, on the right side of the web page, to “download PDF version” and/or “save as draft”.

#### **Q&A No. 6**

**Q:** The organisation status of our NGO is in French, not in English. If we upload the documents we have in French, will they be accepted by the selection committee?

**A:** As stated under the eligibility criteria (J) Applications may be submitted in any official language of the European Union. However, in order to facilitate assessment by the evaluators, an English translation should accompany the text written in another EU official language.

#### **Q&A No. 7**

**Q:** According to the eligibility criteria (D), primary / secondary schools can apply. I work in a kindergarten, in Lithuania and I would like to know if we could apply, too. In the kindergarten, we have children at the age of 6 and we would like to participate.

**A:** As stated in the eligibility criteria, the applicant must target initiatives to reduce obesity in children and young people in the age range between 6 and 18 years. The applicant must also fall under one of the three categories: cities, schools or NGOs. Therefore, a kindergarten is not complying with the eligibility criteria of the 2019 EU Health Award.

#### **Q&A No. 8**

**Q:** I have read that you can potentially be awarded €100,000: follow this link: [https://ec.europa.eu/health/ngo\\_award/submit\\_your\\_project\\_en](https://ec.europa.eu/health/ngo_award/submit_your_project_en)  
I have also read winning applications will be awarded €100: follow this link: [https://ec.europa.eu/newsroom/sante/newsletter-specific-archive-issue.cfm?archtype=specific&newsletter\\_service\\_id=327&newsletter\\_issue\\_id=14422&page=1&fullDate=Fri%2004%20Jan%202019&lang=default](https://ec.europa.eu/newsroom/sante/newsletter-specific-archive-issue.cfm?archtype=specific&newsletter_service_id=327&newsletter_issue_id=14422&page=1&fullDate=Fri%2004%20Jan%202019&lang=default)

**A:** As stated in the [call text](#) of the 2019 EU Health Award: From the initiatives submitted by cities, NGOs and schools in response to this call, three initiatives per category will be shortlisted, and one per category will be recognised as outstanding and will receive a prize of 100 000 EUR. Thus the amount is 100 000 EUR (hundred thousand euros) per winner in each category, not 100 (hundred) EUR.

#### **Q&A No. 9**

**Q:** Could we submit the project to 2 categories? That is, to NGOs and also to schools category?

**A:** According to the eligibility criterion K) Each applicant can only submit one application. If an applicant submits more applications, extra ones will be disqualified (starting from the second initiative submitted).

#### **Q&A No. 10**

**Q:** You talk about NGOs. But we are an association that acts on health in Belgium. Can we hope to win this prize despite our non-profit status?

**A:** As stated in the [Award criteria](#), the NGO category is defined as follows: B) a legally established non-governmental body that is non-profit-making and independent from industry, and without commercial and business or other conflicting interests.

#### **Q&A No. 11**

**Q:** Can you acknowledge receipt of our contribution please?

**A:** When the applicant pushes the button to submit the submission form duly completed, s/he will see a message confirming the submission. Then the system offers the possibility to print the submission form or to get in a pdf document.

#### **Q&A No. 12**

**Q:** My question now would be whether we as district with 350,000 inhabitants and 16 municipalities may apply for the competition.

**A:** As stated in the eligibility criteria, the applicant that targets initiatives to reduce obesity in children and young people in the age range between 6 and 18 years must fit in one of the following categories:

A) a city which has more than 30 000 inhabitants. In countries where there is no city with more than 30 000 inhabitants, the largest city is eligible to apply. A “city” is understood to be an urban area, including metropolitan areas, larger urban zones and conurbations, and is understood as an administrative unit governed by a city council or another form of democratically elected body. Administrative entities in a country that comprise several municipalities but do not fulfill the criteria of “urban area, larger urban zone or conurbation (i.e. understood as extended urban area, typically consisting of several towns merging with the suburbs of a central city)” are not considered as city.

B) or, a legally established non-governmental body that is non-profit-making and independent from industry, and without commercial and business or other conflicting interests.

C) or, a school of primary and/or secondary education.

#### **Q&A No. 13**

**Q:** Our question is we are not quite sure WHERE to describe the content of our project. Is it in the "Relevance" section?

**A:** The five points listed under Award criteria (relevance, effectiveness and impact, transferability, sustainability and innovation and criteria) must summarize the content of your project. Under each section, an indication on the type of content needed is described.

#### **Q&A No. 14**

**Q:** I wanted to submit our initiative for this year Award, but there is a problem with submission form. In the field “Effectiveness and impact” the characters counter does not work. No matter how many characters I put in this field, I get a notification indicating that there are too many letters. What should I do?

**A:** We have performed some tests and the submission form seems to work well, also for other applicants. Nevertheless, please find hereby a couple of options you may try in order solve this issue:

- a) There may be an issue with your browser. Try to submit using another browser.
- b) Copy the text that you wish to include in the field “Effectiveness and impact” in a word document and upload it with the upload button (1 MB max). As the field “Effectiveness and relevance” is mandatory, please write there something short like “See uploaded document”.

#### **Q&A No. 15**

**Q:** I was wondering whether the prize money of the award will be freely available for our NGO/ the project handed in or will it be project related only. Meaning that we will face legal boundaries as to how we choose to use the money and whether we can acquire monetary assets from other sources for the submitted project.

**A:** The 2019 EU Health Award recognises initiatives that are terminated or ongoing at the moment of the launch of the call for applications. The sustainability of the initiative submitted must be justified under the corresponding point 4 of the Award criteria in the submission form, where it should be explained how the initiative can be prolonged over a long period of time without considerable injection of additional resources. The way the applying organisation will invest the Award prize could be justified in there. The way of investment is though no legally binding for this Award.

#### **Q&A No. 16**

**Q:** I work at technological centre in Spain, which is non-profit, and which is independent from industry and does not have commercial and business or other conflicting interests. But I am not sure if you would consider us a NGO.

**A:** The eligibility criteria of the 2019 EU Health Award states that the applicant must apply to one of the following categories: cities, NGOs or schools. As regards NGOs, they are defined as follows: B) a legally established non-governmental body that is non-profit-making and independent from industry, and without commercial and business or other conflicting interests.

#### **Q&A No. 17**

**Q:** We have problems finding where to upload a copy of a document proving that organization is a school as defined and recognised by the relevant national authority in your submission form (Eligibility form).

**A:** The applicant has to first select the category in which they want to apply (2<sup>nd</sup> question of the submission form). Then, s/he will see the corresponding upload button in the “Eligibility criteria” section (see screenshot below). This section is blank as long as a category (city, school or NGO) is not selected.

## Preventing and reducing obesity in children and young people



Save a backup on your local computer (disable if you are using a public/shared computer)

### Submission Form

Fields marked with \* are mandatory.

#### Pages

Organisation Initiative **Eligibility criteria** Exclusion criterion Selection criteria Award criteria Declaration of honour

### Eligibility criteria

\* Upload a copy of a document proving that the organisation is a school as defined and recognised by the relevant national authority in charge of school education in English or the original version with an English translation. (please include as well the number of pupils and the type of school - private, public, ...). Larger documents of over 1MB need to be uploaded in parts, each under 1MB in size.

- The maximum file size is 1 MB
- Only files of the type pdf are allowed

Select file to upload

### Q&A No. 18

**Q:** We have uploaded our application but wanted to also upload our data about our evaluation of the project under the “declaration of honour”. This is however not possible as the webpage says we cannot upload more than 1MB. Is there any way we can get the evaluation with the application?

**A:** Please try to resize the document so that it becomes smaller than the limit. In the case, a candidate really has problems in resizing a document, SANTE HPP mailbox (sante-hpp@ec.europa.eu) could be contacted with the document in attachment, without any guarantee that the SANTE HPP team could resize it.

### Q&A No. 19

**Q:** Who signs the Declaration of Honour in case of a public school? I am a teacher who has undertaken the initiative and I am writing the application. Should I sign the Declaration of Honour or should I ask the Headmaster of the School to sign it?

**A:** The person that signs should be the “authorised representative” of the “legal person”, so the Headmaster of the school will be more adequate, but, if the teacher has been authorised by the Director to legally represent the school for this award, then s/he can sign the Declaration of Honour.

### Q&A No. 20

**Q:** We have a question regarding the “Declaration of honour”. We are unsure if we are supposed to check box one or two in the following:

The undersigned (*insert name of the signatory of this form*):

in **[his][her]** own name (*for a natural person*)

or

representing the following legal person: (*only if the economic operator is a legal person*)

full official name:

official legal form:

full official address:

VAT registration number:

The signature will come from the head nurse in the department. We are a local authority and it will be the head nurse of the department signing the Declaration of honour plus the project manager that carried out the project.

**A:** As the Head Nurse is representing the municipality, the applicant has to check box two. As the applicant does not have any VAT registration number, s/he can leave it empty.

#### **Q&A No. 21**

**Q:** About the eligibility criteria, uploading a copy of a document proving that the organisation is a school as defined and recognised by the relevant national authority in charge of school education in English or the original version with an English translation. Is it possible to upload a document written in Croatian, and translated by an English teacher, or does it have to be translated by a verified translator, stamped and sealed?

**A:** As stated in the Rules of the Award: J) Applications may be submitted in any official language of the European Union. However, in order to facilitate assessment by the evaluators, an English translation should accompany the text written in another EU official language. This translation should be as close to the original document as possible in order to facilitate the comprehension by the evaluators, whether it is verified by a translator, stamped and sealed is up to the applicant.

#### **Q&A No. 22**

**Q22.1:** The principal of the school, who will sign the Declaration of Honour as the legal representative of the School, is personally responsible in administrative, financial and judicial terms for any problems that may occur.

**A22.1:** The legal representative is personally responsible to the extent provided for in the applicable national law.

**Q22.2:** We realize that if we receive a prize and make contract with the EU, we will have to provide additional information. We would like to know if this information is relative to the school or to the principal / legal representative.

**A22.2:** The additional information to be provided in case you are the winner concerns the school – but of course, the principal / legal representative might be required to sign the required documents.

**Q22.3:** I would like to know if it is possible to upload photos and videos and where we can do this? Perhaps in the same place as the English translations at the "Award criteria"?

**A22.3:** Applicants willing to send pictures could do so by inserting them in pdf files, with a limitation of 1MB per file and uploading them using the “upload button” under the corresponding question.