



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL JUSTICE

Directorate A : Civil Justice  
**Unit A4 : Programme management**

**Frequently asked questions**  
**JUST/2014/RRAC/AG REC Programme**  
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This document is prepared based on the questions received in relation to the call for proposals JUST/2014/RRAC/AG. Only questions with general relevance to applicants have been included below. If several questions were received on the same issue, only one of them has been included below. In the interest of equal treatment of applicants, the European commission cannot give a prior opinion on the eligibility of an applicant, a partner, an action or on the outcome of the call before the official publication of results. Please note that questions received 7 calendar days prior to the deadline will not be responded to. **As a general rule, applicants are requested to carefully read relevant sections of the Guide for action grants before they start preparing the Application Package, in addition to the call text.**

**ELIGIBILITY OF APPLICANT/PARTNERS**

	Can a no -profit research centre specialised in Employment law and industrial relations be applicant and / or partner?	The call text and in particular point 4.2.1 stipulates that non-profit organisations can apply as applicant and /or partner.
	Under the HATE funding priority states that funding should be awarded to a few larger projects that would ideally cover <b>all participating countries</b> , and in any case, a high number of them. By this, do you mean all 28 EUMS?	While the applications for projects should ideally cover as much of all 28 EU Member States, as well as Iceland and Lichtenstein, it is also possible that projects involving less countries could be funded. To be eligible, the project must be transnational and must be submitted by a partnership of eligible organisations (i.e. applicant and partners <sup>7</sup> ) from at least five different eligible countries as referred to under section 4.2.1 of this call notice. Any associate partners participating in the project are not counted for the purposes of this criterion.

	<p>We are not sure if Serbian organizations are eligible to be associate partners? We know that we are not eligible as leading organization and partner, but eligibility criteria for associate partner is not clear.</p>	<p>Eligible country: Applicant and partners must be legally established in an eligible country. This is not applicable for International organisations.</p> <p><u>Eligible countries</u> :</p> <ul style="list-style-type: none"> <li>• all the EU Member States;</li> <li>• Iceland and Liechtenstein.</li> </ul> <p>All other countries can be associated partners with no rights to EU Funding. Read the Guide p. 6.</p> <p><u>Associate Partner:</u> The organisation which participates in or is associated to the project, <u>but will not receive Union co-financing for the costs it incurs during the implementation of the project.</u> Associate partners are generally organisations which either do not comply with the criteria for being an Applicant or a Partner (see eligibility criteria in the relevant call) or do not wish or need to receive co-funding from the Union for their participation in the project. The Associate Partners have no contractual or financial obligation towards the Commission.</p>
	<p>On the call we read that eligible countries "must be legally established in an eligible country (EU Member States/ Iceland and Liechtenstein)" (art. 4.2). On the Regulation No.1381/2013, establishing the Rights, Equality And Citizenship/Justice Programme, we read that potential candidate countries can participate as well (art. 6, par. 1 lett. c). As we would like to involve an Albanian partner (Albania is a potential candidate country, as reported on EU Enlargement website <a href="http://ec.europa.eu/enlargement/countries/detailed-country-information/albania/index_en.htm">http://ec.europa.eu/enlargement/countries/detailed-country-information/albania/index_en.htm</a>), we pray you to clarify if we can include it or not in our project proposal.</p>	<p>REC Programme is open to organisations from potential (PCC) and candidate (CC) countries under certain conditions depending if the PCC and CC decide to participate to DG JUST programme. However, for 2014, these conditions are still not met and organisations from these countries therefore cannot participate. Albania did not apply to participate in the REC programme. Therefore, Albanian partner can only participate as associate partner and is not entitled to receive EU Funding.</p>
	<p>Which official requirements are connected to the status of an "international organisation"? Can an "international organisation" act as Mono-Beneficiary?</p>	<p>International organisations are entities established by formal political agreements between their members that have the status of international treaties; their existence is recognised by law in their member countries; they are not treated as resident institutional units of the countries in which they are located. This is the definition given by OECD. It refers to organisations, like Council of Europe, United Nation organisations like UNICEF, Red Cross international.</p> <p>1) Official requirements connected to the status of an "international organisation" are international treaties.</p> <p>2) As stipulated in the call text, applicants and partners must be legally constituted public or private organisations, or international organisations. An international organisation can apply as applicant but to ensure the trans-nationality needs to present a project in partnership with other organisations.</p>

	Our Foundation XY implements our activities in public schools with immigrants and Roma children at risk of exclusion. There are currently 11 Foundation XY national structures based in Europe. We would like to know if the share of our best practices between our European entities may receive support under this call for proposals.	We would have nothing against such partnership as long as the 11 Foundation XY national structures based in Europe have a separate legal entity.
	Is there any tool established in the program to use when you are looking for a partner?	No, there is no such tool. However, to find partners we advise to consult the list of selected projects in 2013 and 2011-2012: <a href="http://ec.europa.eu/justice/newsroom/files/summaries_selected_2013_ag_frc_en.pdf">http://ec.europa.eu/justice/newsroom/files/summaries_selected_2013_ag_frc_en.pdf</a> <a href="http://ec.europa.eu/justice/newsroom/files/frc_2011_-_2012_summary_of_awarded_projects_en.doc">http://ec.europa.eu/justice/newsroom/files/frc_2011_-_2012_summary_of_awarded_projects_en.doc</a>
	We would be grateful if you could send as information about the institutions that are going to apply for the above mentioned programme so that we could contact the possible coordinators of the future projects.	We cannot recommend any names of other organisations and certainly not of the organisations that will apply (we do not know who will apply). Please have a look in the list of selected projects and non-selected projects in 2013 on our website.
<b>LANGUAGES</b>		
	<p>Notre ONG (Portugaise) avons le plaisir de vous demander certaines informations sur la Candidature</p> <ol style="list-style-type: none"> <li>1. Est-ce que cette candidature n'est peut pas être faite en langue Portugaise ou en Français?</li> <li>2. Est-ce que les différents documents d'informations sur les conditions de la dite candidature existent en Portugais ou Français?</li> <li>3. Les documents de la candidature du projet pourraient-ils être envoyés par courrier postal, quelle adresse postale?</li> </ol>	<p>Q1. Oui vous pouvez soumettre en Français ou même en Portugais. Néanmoins, il est précisé dans le Guide pg 9 que : « The Grant Application Form and all Annexes may be submitted in the language used for communication within the partnership, provided it is an official EU language. However, for reasons of efficiency the Commission would strongly advise to use English, French or German.”.</p> <p>Q2. Les documents d'informations sur les conditions de la dite candidature n'existent qu'en anglais. L'appel est basé sur le Programme annuel de travail 2014 qui lui existe en français (voir annexe).</p> <p>Q3. Dans le guide pg 8 il est clairement expliqué que « An application can be submitted solely through the PRIAMOS on-line system. No other form of submission will be accepted. Application Packages or Annexes sent by e-mail, post or fax will not be taken into consideration.”</p>
<b>DEFINITIONS</b>		

	What is exactly the difference between “beneficiaries” and “target groups”?	In fact, Type and number of persons benefiting from the project ad target groups mean the same as well as end beneficiaries. But Beneficiaries can mean something else: see the Guide: <u>Terminology applicable for the implementation stage when the grant is awarded to more than one entity</u> : The Beneficiaries: Beneficiary/Coordinator and Co-beneficiaries, individually or collectively.
<b>DOCUMENTS to be provided</b>		
	In the call it is written: "Annexes 4, 5 and 6 are not requested at the stage of application if the Applicant is a public body (i.e. a body governed by public law, e.g. public authorities at local, regional or national level) or a university" By "Applicant" you mean "Partner" or only the main applicant of the proposal? If our applicant is an university, could the other partners not submit these annexes?	Annexes 4, 5 and 6 are only requested for the main applicant.
<b>Co-financing</b>		
<b>Nr</b>	<b>Question</b>	<b>Answer</b>
	Could you tell us about financial issue? Funding intensity is 80%, so what kind of 20% contribution from us can be? Can be that 20% are own resources such as our transport, office, equipment, salaries, volunteer work?	A minimum of 20% of the total eligible costs must be provided either from the applicant organisation and/or partners or from another donor source. The applicant himself confirms its financial contribution through notification in the budget under K Other income, including own contribution from the beneficiary/-ies (applicant + partners). Under (I), indicate financial contributions specifically assigned by donors to the financing of the eligible costs & Income generated by the financed activities. As explained under 2.7 in the Guide for Action grants Contributions in Kind (heading G). Contributions in kind refer to <b>non-cash inputs from third parties</b> , such as: <ul style="list-style-type: none"> <li>• any donation of raw materials (i.e. paper and ink for publication purposes);</li> <li>• unpaid volunteer work or unpaid provision of service;</li> <li>• any other good or service provided to the project whose cost is borne by another organisation and not reimbursed by the Beneficiary.</li> </ul> Contributions in kind does not constitute an eligible cost and therefore cannot be reported either as income either under I or K (co-financing).
	In a seminar or the conference, may we ask the participants to pay a deposit fee, in order to be more sure they come? In this case the deposit is a co-funding, letter I? Only if we do not give back to them?	Co-funding is your responsibility. You have to make sure that co-funding is present. We do not enter into the details of your way of securing the participation in seminars.

	Under I, the guide says that you should include financial contributions from donors, only if they are specifically assigned to cover eligible costs included in the Forecast Budget Calculation.	This means that you cannot consider as an income of the specific project the financial contributions from donors to your organisation in general. The financial contribution should be given specifically to implement the project.
<b>Staff costs</b>		
<b>N r</b>	<b>Question</b>	<b>Answer</b>
	Permanent staff costs of universities.	<u>Costs for permanent staff of a public organisation</u> This section refers to costs of permanent staff of a public organisation, meaning all public entities. It is not applicable to staff costs of universities, regardless of their status. As it is stipulated in the Guide, the section about permanent staff of a public organisation is not applicable to staff costs of universities.
	According to what I can see at p. 76 of the Guide for Action Grants for calls 2014 : Indirect Costs “Costs connected with horizontal services, such as administrative and financial management; human resources; training; documentation; IT, etc. “Can the administrative staff and the trainers who will be engaged in the project activities be included in the Staff cost (direct cost)?	To ensure the successful implementation of the tasks related to the project activities, appropriate human resources should be allocated to the project. Their costs are part of the eligible costs, under the conditions and modalities described in the Guide.
	We ask you if there is any table concerning the maximum wage for staff. I remember in another programme there was a table for manager/researcher/technician/administrative daily costs.	We do not stipulate anything about maximum wage for staff.
	If I organize a European meeting at the end of my project in order to gather European stakeholders not engaged in the project or just engaged a s associated partners, can I foresee their travel and accommodation expenses in the framework of the project?	Costs of participants (stakeholders not engaged in the project or just engaged a s associated partners) incurred and paid by the beneficiary are eligible costs.

	For my transnational partners, two of them foresee recruit a person for the duration of the project. Is it eligible?	Salaries (fees) of non-permanent staff (staff specifically recruited for the project) may be charged to this budget heading provided that some conditions are fulfilled. However don't forget: <u>4.4.2. Operational capacity</u> The applicant and the partners must have sufficient operational and professional capacities to implement the activities for which co-funding is requested. For this purpose the applicant must present CVs of key staff involved in the project (employed by the applicant and the partners), who must have the necessary education, skills, experience and capacity to carry out the tasks that are assigned to them during the project. <u>7.3 List of required annexes</u> In case no person is recruited for a key job at the stage of application please provide the description of the profile or job description.
	In case of my transnational partners, is it not better to have a multi- beneficiary agreement with these two other transnational partners I suppose?	This call does not envisage mono-beneficiary grant, it requires 5 partners so it will end up by a multi- beneficiary agreement. When you have a transnational requirement like in this call, if selected, partners become co-beneficiaries and the project requires a multi-beneficiary agreement.
	The partner declaration forms changed and now we cannot see anywhere where the form asks for the partners to put in their budget. Can you please confirm that you do not need the budget of each partner of the project mentioned on the declaration form? I cannot find anything in the guidelines document either.	Please use the forms as they are and complete what is requested. We do not ask any more for these details on participation of the partners in the budget. You find them annexed to the Application form under the call JUST/2014/RRAC/AG.
<b>Financial issues/Budget</b>		
<b>N r</b>	<b>Question</b>	<b>Answer</b>
	In point 3 "Budget Available", it is indicated that the indicative budget for BEST proposals is of EUR 1 500 000. But on 4.2.2., align b), it is indicated that there is no upper limit to the proposals. Can you please clarify what is the upper limit of the proposals? If there is no upper limit, why the indication of EUR 1 500 000?	EUR 1 500 000 is the available budget dedicated to the priority BEST of the call. There is no upper limit.
	With regard to the budget, where it states the following The indicative available budget under this call for proposals is: <input type="checkbox"/> For the BEST priority: EUR 1 500 000 <input type="checkbox"/> For the HATE priority: EUR 3 850 000 My question is - is the intention to only award one grant	In the call text, under 4.2.2, it is stipulated that "The EU grant requested cannot be lower than EUR 300 000. There is no upper limit". Consequently, we could finance up to 5 grants for BEST priority (EUR 1 500 000) and 10/11 grants for HATE priority (EUR 3 850 000).

	<p>If then we want to reimburse the travel costs and subsistence for the ones among them who went, can we?          These costs should be put on letter B as travel and subsistence costs?</p>	<p>See p. 74 of the guide          2.5.2. Conferences, and seminars and other events          Specific costs relating to conferences and seminars organised as part of the activities to be co-financed by the grant should be included under this heading. This should not include travel and subsistence allowances incurred by beneficiaries to cover costs for participants (to be included under Travel - heading B.</p>
<p><b>PRIAMOS</b></p>		
	<p>Problems downloading the documents on PRIAMOS.</p>	<p>Please look into  <a href="http://ec.europa.eu/justice/grants1/priamos/files/priamos_guide_en.pdf">http://ec.europa.eu/justice/grants1/priamos/files/priamos_guide_en.pdf</a>          and <a href="http://ec.europa.eu/justice/grants1/priamos/files/priamos_faq_en.pdf">http://ec.europa.eu/justice/grants1/priamos/files/priamos_faq_en.pdf</a>          and read carefully          PRIAMOS Guide:          You can find all mandatory templates for the call if you click on the Attachments" button, which appears as a paper clip image on the left hand side of the Grant Application Form. <b>Please save all of them separately on your local drive of your computer by clicking on the diskette icon on top of the form.</b>          Questions regarding registration and application via PRIAMOS may be sent to:  <a href="mailto:HOME-JUST-PRIAMOS-USM@ec.europa.eu">HOME-JUST-PRIAMOS-USM@ec.europa.eu</a></p>
<p><b>Types of projects/Priorities</b></p>		
	<p>Our organisation could bring knowledge of best practices for combating racism and intolerance at the workplace. Is this a possible approach to be included, besides the criminal law component.</p>	<p>About the knowledge of your organisation as well as a potential project we cannot give you any advice. Projects submitted are assessed by a formally nominated evaluation committee. In order to ensure an equal treatment of all applicants, we must not give any opinion on the eligibility, or indeed quality, of a proposal. In addition, to give an advice on the basis of a short description which may not accurately reflect the whole project is likely to lead to wrong interpretation. Answers may only bear on a clarification of the guidelines for applicants or the evaluation process, not on a given proposal.</p>

<p>We are developing with other partners an application on the priority 2.1 on a vulnerable target of victims which is <b>second generation/minority LGBTQI individuals</b>. This target is quite specific and victim of a double discrimination: racism and homophobia. Would that be included in the priority, or it is too <i>specific and small in numbers</i> to be object of a prevention and/or response project?</p>	<p>About a potential project on a specific priority we cannot give you any advice. Projects submitted are assessed by a formally nominated evaluation committee.</p>
<p>Can you advise me whether this Funding Programme JUST/2014/RRAC/AG is the same as JUST/2013/FRC/AG?</p>	<p>Calls are implemented after an Annual Work programme is adopted. This call was envisaged in the AWP 2014. JUST/2013/FRC/AG was based on the specific priorities defined in the AWP 2013. The priorities in 2014 are not different from the ones of 2013 but present some similarities. The results of the call JUST/2013/FRC/AG are published on our website under <a href="http://ec.europa.eu/justice/grants1/calls/just_2013_frc_ag_en.htm">http://ec.europa.eu/justice/grants1/calls/just_2013_frc_ag_en.htm</a></p>
<p>Under the outputs under the work streams in Annex I the applicant needs to mention who the target group(s) is/are. Please could you tell me if there is a definitive list of target groups, for example, policy makers?</p>	<p>There is no list of target groups. It will all depend on the project proposed</p>
<p><b><u>Activities to be funded under the priority (BEST)</u></b>: As compilation of training activities based <u>on already tested models</u>, you mean for example training activities inspired on COMPASS, the manual for Human Rights Education? Does a project including one or more of the following activities (development of an ethical code, training activities, awareness raising campaign on Human</p>	<p>The requirement to base the training activities on already tested models aims at avoiding the situation that projects are "re-inventing the wheel". Applicants are free to use any models that were already tested in practice.</p>
<p><b>AOB</b></p>	
<p>Are there contact points where we could dress our queries?</p>	<p>We do not work with National contact point. Please feel free to address any questions that you might have to this Functional mailbox.</p>
<p>The following types of activities will not be funded by the Commission: - individual sponsorships/scholarships for participation in workshops, seminars, conferences, congresses, training courses etc.; Would you mind explaining what is meant by sponsorship/scholarships for participation in training courses etc? We are slightly confused as the call focuses on delivering training to participant.</p>	<p>This means that we do not accept projects that are about funding individual sponsorships/scholarships for participation in workshops, seminars, conferences, congresses, training courses etc.</p>



<p>As applicant/partner, can submit more than one application under this call?</p>	<p>Under section 5.1 of the call, it is stipulated that <u>Applications for several projects</u>: The applicant may submit more than one application under this call for proposals. The applicant may be awarded more than one grant under this call for proposals. An organisation may participate as applicant, partner or as associate partner in several applications. An action may receive only one grant from the EU budget.</p>
<p>When filling in the application form for the call Point 2.1 requests that all EU grant applications from the applicant for the current year are listed. Point 2.2 requests that all EU grants award to the applicant in the last 4 years are listed. For some institutions applying to this call, numbers of applications in the last year and award in the last 4 years are very high. Therefore, could you confirm whether or not every single EU application and award of this kind need to be listed, or are there some limits, for example, only supplying information on those relevant to the department in the institution applying?</p>	<p>Please read p. 15 of the Guide: There are 20 lines provided in the Grant Application Form. If the provided lines are not sufficient, please list the first 19 grants/procurement contracts in the table use line 20 to indicate that an additional Annex with the remaining information is attached to the Grant Application Form. You should name this additional Annex clearly (e.g. “Application Form 2.2. - additional information”).</p>
<p>I just want to ask if projects are able to apply annually. I know from previous calls that there was a possibility to apply for similar project every year – so do you know if there is a similar call next year?</p>	<p>Calls are implemented after an Annual Work programme is adopted. This call was foreseen in the AWP 2014. We cannot ensure that a similar call will be published in 2015, it will depend on the priorities defined in the AWP 2015.</p>
<p>There is a maximum of 4000 characters to respect, is it with or without spaces?</p>	<p>4000 characters including spaces.</p>
<p>Can you tell me what time period the above call for proposals is in relation to? I.e. what is the envisaged start and finish date for the proposal?</p>	<p>Projects should be scheduled to start after the Grant Agreement is signed. (See section 8 - Timetable). The actual start date of the project will be the date agreed by the Commission during the preparation of the Grant Agreement. Starting the project before the signature of the Grant Agreement will be accepted only under exceptional circumstances, where the applicant can demonstrate the need to start the action before the Grant Agreement is signed. A project that has already started before the date the grant application was submitted is not eligible for funding (see section 4.2.2.c). The initial duration of the projects should not exceed 24 months.</p>

<p>I see no manual signature requested from the legal representative regarding the submission of the application. Is that rights? We don't need the chair to sign before me submit our application?</p>	<p>In the guide p. 19: The <b>name and the title of the legal representative</b> are filled in automatically based on the information stored in the profile of the organisation on behalf of which the application is submitted. <b>! Note</b> NO blue ink signature is required! There is no need to print and sign a paper copy of the Grant Application Form. You may do so for your own records, but the Commission does not require that you attach a scanned copy of any part of the Grant Application Form to the electronic version.</p>
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