



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL  
REGIONAL AND URBAN POLICY  
Communication Unit

## **CALL FOR PROPOSALS**

2017CE16BAT063

*'Support for information measures relating to the EU Cohesion policy'*

## **Questions & Answers (Q&As)**

13/10/2017

You will find below a list of questions received for this call for proposals. Please note that the present document aims to complement and clarify the call for proposals and does not replace it. A Q&As document will be periodically published; applicants are invited to check this website regularly.

**Q1.** We would like to know if expenses for the advertisement of the action and its contents are allowed and, if so, what percentage they can reach.

**A1.** As indicated under par. 6.1 of the guidelines for applicants the grant budget has to include the estimated costs exclusively for the implementation of the action. The conditions of eligibility of costs are indicated therein. The EU grant will take the form of reimbursement of 80% of the actual eligible costs of the action.

**Q2.** Can we attach to our proposal additional documents and files (as videos) even if they are not requested by the call?

**A2.** According to point 21 of the guidelines, all additional information considered necessary by the applicant can be included on separate sheets. That means that you can provide any additional documents or files such as videos separately.

**Q3.** If we send the envelope containing the project application on the 16-th of October by courier is the deposit slip of courier service the proof that we sent the application?

**A3.** Please refer to Answer 2 of Q&A (5).

**Q4.** In the case of public bodies is it necessary to send the balance sheet or any other financial document as a proof of financial and operational capacity? What are the operational and financial capacities documents that a public body needs to send with the application?

**A4.** For financial capacity, please refer to Answer 9 of Q&A (6). As for the operational capacity, public bodies are requested to send the related supporting documents indicated the guidelines.