



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)

03/10/2017

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. Who decide which column of budget Annex is going to be filled? We are free according our will? There are some columns between "the estimated eligible actual costs" or "lump sum" that are compulsory?

A1. For the purpose of this call lump sums and flat rates are not authorized. Unit costs are authorized under point 6.2.2 of the Guidelines for accommodation and daily subsistence allowances. The template is adjusted consequently and it should be filled in taking into consideration the above clarifications.

Q2. As a potential beneficiary we have a problem with a clear understanding of the guidelines contained in "Guidelines for applicants".

Point 7 says that contributions in kind - these are contributions that are not invoiced, such as voluntary work, equipment or premises made available free of charge - are ineligible and are not accepted under this call for proposals.

This paragraph refers to the Article 183 (2) RAP: In-kind contributions shall mean non-financial resources made available free of charge by third parties to the beneficiary.

The above provisions require clarification - whether the provision of offices or fixed assets by the beneficiary is considered as a contribution in kind and unacceptable in this proceeding? Or prohibition applies only to the contribution in kind by third parties?

For example, is the contribution of the camera, the operator, and the airtime to promotional activities of the project by a beneficiary who is a local television can be considered as acceptable own contribution?

Or the contribution of the premises necessary to conduct workshops by a beneficiary who is a university?

Are the above examples an acceptable own contribution, or are they considered as contributions in kind and therefore - ineligible under this call for proposals?

A2. As mentioned in point 5.2 of the guidelines, contributions in kind are not accepted under this call for proposals. In addition, specific revenue for the action cannot be assigned to specific costs of the action (eg the staff cost for an operator paid by the beneficiary). **All** costs of the action necessary for its implementation are to be included in the budget regardless of the source of revenue provided that, they are identifiable, verifiable and recorded in the beneficiary's accounting records (for more information on the eligibility of expenditure please refer to Article II.19 of the draft grant agreement).

Q3. In case of multi-beneficiaries, mandates included in the model of agreement, will be signed by co-applicants only in case of project approved?

A3. Mandates shall be signed at the latest once the project is approved to received EU funding and before the signature of the grant agreement.

Q4. In case of multi-beneficiaries, in submission phase, there is a document in which there is the intent of co-applicants to take part and to finance?

A4. There is no letter of intent foreseen for this call. The relationship between the lead-applicant and co-applicants should be clearly established before the signature of the grant agreement. As mentioned in point 5.1, the lead applicant and co-applicants shall agree – preferably in writing, upon appropriate internal arrangements, consistent with the provisions of the grant agreement, for the proper implementation of the action.

Q5. Is it possible to submit the grant application form in Polish?

A5. As mentioned in point 19 of the guidelines, applications must be drafted in one of the EU official languages (therefore applications could be transmitted also in Polish). In case the application is not submitted in English, it is recommended to accompany it by a summary of the proposal in English.

Q6. The applicant intends to engage associated entities in carrying out information measures.

- Do affiliated entities sign any documents or provide any documents when submitting the grant application form?
- Shall affiliated entities demonstrate their legal/capital link with the applicant?
- Or should the applicant demonstrate a legal/capital link with affiliated entities?

A6. The applicant and affiliated entities should sign the declaration on honour. The proof of affiliation may be provided by either of them. For more information please refer to point 20 of the Guidelines.

Q7. According to the call for proposals, eligible applicants include „media organisations/news agencies (television, radio, written press, online media, new media, combination of different media)“. For our project, we consider cooperation with PR agency. Can a PR agency be „co-applicant“ or rather a subcontractor?

A7. The list of eligible applicants under par. 2 of the Call for proposals is not an exhaustive list. The involvement and the status of an entity part of the project proposal will have to be done in accordance with the rules as set out in the Guidelines for applicants under par. 5.1 Applicant/s - Beneficiaries and par. 5.3.1. Third parties involved in the implementation of the action.

Q8. If we send the envelope containing the project application on the 16th of October by courier is the deposit slip of courier service the proof that we sent the application?

A8. Please refer to Answer 2 published on 22/09/2017.

Q9. Documents for the financial capacity: to prove the financial capacity an applicant should provide the Balance sheets or extracts from balance sheets for the last financial year for which the accounts have been closed and the Profit and loss account for the last financial year for which the accounts have been closed.

Do the same documents have to be provided also for public bodies, like municipalities?

A9. Under point 20.3 of the Guidelines it is mentioned that verification of the financial capacity does not apply to public bodies. Therefore, no documentation will be submitted by those.

Q10. Personal data in the application form: in the application form you provided to write the project there is as part related to the processing of the personal data and the following sentences:

If processing your reply to the [call for proposals][invitation to submit a proposal] involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, any personal data requested are required to evaluate your application in accordance with the [call for proposals][invitation to submit a proposal] and will be processed solely for that purpose by [*insert entity acting as data controller*].

We suppose that where we find brackets [call for proposals][invitation to submit a proposal] we have to replace them with the name/code of the call, but we don't understand what we have to write when we find this one [*insert entity acting as data controller*] : who is the data controller? I suppose the European Commission during the evaluation phase of our projects and it read our personal data.

Is it correct?

A10. The data controller is indeed the European Commission, Directorate General for Regional and Urban Policy.

Q11. In the Budget template downloadable from the http://ec.europa.eu/regional_policy/en/newsroom/funding-opportunities/calls-for-proposal/ webpage, it is not clear which columns should be filled in order to be accurate and complete:

There is the column for REIMBURSEMENT OF ELIGIBLE COSTS; a column for SIMPLIFIED FORMS – where some columns of the REIMBURSEMENT OF ELIGIBLE COSTS are repeated; and a column for TOTAL ((o)=(i)+(l)+(m)+(n)) where the total of REIMBURSEMENT OF ELIGIBLE COSTS and the columns of SIMPLIFIED FORMS has to be totalized.

As in the columns of the budget template there are no formulas, and in the *Guidelines for applicants* there are no instructions for completing the budget template, we don't know if it is necessary to fill ALL the columns, or it is enough to fill only the ones we choose (the costs declared on the basis of unit costs, OR the estimated eligible costs declared on the basis of lump sums, OR the estimated eligible costs declared on the basis of flat rates).

A11. See answer 1 above.