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)

06/10/2017

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. Where can we find the columns mentioned at page 11 of guidelines for applicant? Cit: "Profile/Category of personnel", "Name of the organisation", "Types of employment (permanent/temporary) and work patterns (fulltime/ part-time) and Column "Indicative daily salary cost". We don't find them neither in estimated budget annex 1 nor in application form.

A1. The budget template provided with this call it's a model *draft* budget to be filled in by the applicants based on their budget proposal and in accordance with the Guidelines for applicants. The information requested for personnel costs i.e. category of personnel, name of the organization, work patterns and indicative salary costs should be included either as a single set of information under the related cost category (Example 1) or by adding the requested columns (Example 2) e.g.:

Example 1

Direct eligible costs
1. Personnel costs Indicative daily salary costs
1.1. Administrative Assistant Organisation XY, Temporary/Permanent, FT/PT

Example 2

Direct eligible costs			
1. Personnel costs – Indicative daily salary costs			
1.1. Administrative Assistant	Organisation	Temp/Perm	FT/PT

Q2. My question is about the budget form published and especially about the staff costs part. In the published Guidelines for applicants (page 11) is detailed described how the staff costs should be entered in the budget form. Opening this budget form it can be seen that there **are not the 4 columns** listed in Guidelines on the page indicated above. Where in the budget the required by the Guidelines information about the staff involved should be entered?

A2. Please see answer 1 above.

Q3. My question is about costs covering conducting of seminars and workshops with local stakeholders and other project target group representatives. Where in the budget – under which heading should be indicated these costs – for a 2-day event for example there are accommodation and meals costs for all the participants.

A3. As indicated under par 6.2.2 of the Guidelines (page 12) 'Travel, accommodation and subsistence allowances' should be included under Heading 2 of the budget form. Heading 2 may also include expenses for participants from organisations other than the beneficiaries or affiliated entities where applicable (e.g. for attendance of a conference). Attendance lists of all meetings that take place in the context of the information measure must be established and signed by all participants. These lists must be provided to the Commission if so requested.

Q4. My question is about “public bodies”. Are under that term only Authorities meant or “public bodies” regarding the call are also other public organisations as a public education provider and a public NGO?

A4. The notion of public bodies has to be intended as public law bodies or bodies governed by private law with a public service mission. As indicated under par. 2 of the call for proposals, public bodies (national, regional and local) not qualified as managing authorities are eligible applicants.

Q5. In the guidelines for applicants for the above mentioned call, it is indicated that the budget form for staff costs should be filled with the following information:

- Column "Profile/Category of personnel" – indicate the profile or category of the staff according to their role in the information measure (Coordinator, Project manager, etc.) and the number of persons in each category. The names of individuals are not required and should not be indicated.
- Column "Name of the organisation" – indicate the name of the lead applicant, coapplicant or, where applicable, the name of the affiliated entity.
- Column "Types of employment (permanent/temporary) and work patterns (fulltime/ part-time)" – indicate how many of each type.
- Column "Indicative daily salary cost" – the indicative daily rate for each category of staff should be determined as follows:

However, the presented budget file doesn´t have the indicated columns. Should the different elements of staff be listed in the headlines 2 for staff costs? Is it possible to choose unit costs or actual costs for each element of staff.

A5. Please see answer 1 above. Unit costs are authorized under point 6.2.2 of the Guidelines for applicants for accommodation and daily subsistence allowances (please see also answer 1 of the Q&A (6) of 3 October).

Q6. I would like to know if the following companies are eligible for the call:

1) A private company LTD with a social vocation, which deals with European projecting and studies and assessment of social impact.

2) A private company LTD with core business in creative communication and corporate identity.

A private company LTD what requirements and characteristics must possess to be eligible?

A6. As indicated under par. 2 of the call for proposals, eligible applicants (lead and co-applicants as well as affiliated entities if any) must be legal entities established and registered in an EU Member State; example of eligible applicants are indicated therein.

Q7. I am writing you concerning a public body with a legal representative - Rector (public University), and I understood from the Guide that:

"Applications shall be submitted in the correct form, duly completed and dated. They must be submitted in 3 copies (one original clearly identified as such and 2 copies) and **signed by the person authorized to enter into legally binding commitments on behalf of the applicant organization**."

In this regard, the question is: which documents - of the application, and annexes - should be signed by the Legal Representative? (I.e. Must be **signed on the each page of all documents and annexes**, or **only** on the Declaration of honour?

A7. The legal representative should sign the declaration of honour. The annexes don't need to be signed.

Q8. We are a media company. Our Radio is partner of a consortium of broadcasters and we applied for Call for proposals COMM/FPA/2016, category: MEDIA. We would like to include Radio's activity in our project. Is it possible? Or it is considered “cumulative award”?

A8. The principle of non-cumulative award serves to prevent double funding of an action. This principle is reflected in the rule that prohibits the award of more than one grant funded from the Union budget to <u>the same beneficiary</u> for <u>the same action</u>. The occurrence of these two elements (same beneficiary and same action) determines the double funding of an action. In the grant application, the applicant must indicate the sources and amounts of Union funding received or applied for in respect of the same action or part thereof or of its functioning during the same financial year as well as any other funding received or applied for in respect of the same action.

Q9. We are an editorial group and we would like to apply as mono-beneficiary with an action that will be implemented by one of our entities which has a different name but same VAT number. Is that possible?

A9. We understand that the question refers to the notion of affiliated entity. Please see par. 3.2.1 of the Guidelines for applicants (page 7).

Q10. We don't have the organization's activity report, but we can provide the budget remarks. Is that ok?

A10. As indicated under par.20.3 of the Guidelines, applicants have to submit a declaration on their honour and, among others, <u>only if applicable</u>, the organisation's activity reports of the last two years; no need to provide budget remarks as an alternative. If the need to confirm the operational capacity of applicant rises, additional supporting documents will be requested.

Q11. We need to involve external experts (natural persons) who will have a contract as freelance just to follow part of the activity in order to implement our work programme. They will provide an invoice at the end of their assignment.

Does this situation go under the heading 3 (costs of service) of the budget? In that case, do we need to provide different estimates to prove that we choose the best value for money? And which kind of contracts other than an employment contract can go under Personnel costs?

A11. Personnel costs include staff under employment contract with the beneficiary and, as indicated under par.6.2.1 of the Guidelines, costs of natural persons working under a contract with the beneficiary other than an employment contract. The latter may be assimilated to such costs of personnel if the following conditions are fulfilled:

(i) the natural person works under the instructions of the beneficiary and, unless otherwise agreed with the beneficiary, in the premises of the beneficiary; (ii) the result of the work belongs to the beneficiary; and (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary.

Conversely, the cost of any work to be performed by external experts must not be included in staff costs but under services (see Heading 3).

No estimates of costs are needed at this stage when awarding contracts necessary for the implementation of the action. However, as indicated under Article II.10.1 of the draft grant agreement *'The beneficiary must ensure that the Commission, the European Court of Auditors and the European Anti-Fraud Office (OLAF) can exercise their rights under Article II.27 also towards the beneficiary' contractors'.*

Q12. Do we need to send you estimate to purchase equipment?
A12. No estimate is needed at this stage: see answer 11 above.

A13. In paragraph 12 (Guarantee) it specifies that a bank guarantee may be requested for grants of more than EUR 60 000. It does not however specify whether, in case of a multi-beneficiary application, if the 60 000 euros refers to the total grant for both beneficiaries or if it refers to the grant requested from the single beneficiary, which will therefore add to a sum of EUR 120 000.

Q13. The decisions to request a bank guarantee for grants of more than EUR 60 000 is to be taken by the responsible authorising officer on a case-by-case basis and subject to a risk analysis. In case of a multi-beneficiary grant a single guarantee for the total amount of the pre-financing to be guaranteed may be requested if deemed appropriate.

A14. I have the following question to ask you: a contract for collaboration or service provision with a reporter or a video reporter who makes exclusive contents for our agency and consequently will produce content solely for the project we are going to submit, should be accounted for as: 1 - Staff costs or 2 - Subcontracting of tasks forming part of the action.

Q14. Please see answer 11 above.

Q15. Can a national organisation/body apply as mono-beneficiary to implement activities on European level (ie: in several EU Member States) or it is only possible as multi-beneficiary?

A15. The grant can take the form either of a mono or a multi beneficiary one. In both cases 3rd parties can be involved in the implementation of the action in accordance with the rules and information provided in the Guidelines for applicants under par. 5.3.

Q16. Can a small medium enterprise (private entity) participate as a partner? According to the call for proposal, point 2, typologies of organization listed are examples (which I interpreted as a not complete list, as written also in version 2 of FAQ, A3) , but in the last version of FAQ (A7) it is written that entities which are not mentioned as eligible applicants can be involved only as subcontractors. Which is the correct interpretation?

A16. The list of eligible applicants indicated under par.2 of the call for proposals it is indeed an example and it's not exhaustive. A CORRIGENDUM of A7 of the Q&A (6) is published on this website.

Q17. Declaration of honour: it is not very clear how it has to be signed. Does each partner have to sign a declaration (e.g. 3 partners = 3 declarations), the same declaration has to be signed by each partner (1 declaration = 3 signatures) or only the applicant signs the declaration, acting as a representative of the other partners?

A17. For the signature of the declaration of honour the following options are available:

a) in case of mono beneficiary grants:
(i) the applicant signs in its name and on behalf of its affiliated entities (if any) OR
(ii) the applicant and its affiliated entities (if any) signs each a declaration in their own name.

b) in case of multi beneficiaries grants:
(i) the coordinator of a consortium signs on behalf of all applicants and their affiliated entities (if any);
(ii) each applicant in the consortium signs each a declaration in its name and on behalf of its affiliated entities (if any); OR
(iii) each applicant in the consortium and its affiliated entities (if any) signs each a declaration in their own name.

Q18. At page 11 the guidelines say:

Please fill in the section reserved for staff costs in the budget estimate (see application form) as follows:

- Column "Profile/Category of personnel" – indicate the profile or category of the staff according to their role in the information measure (Coordinator, Project manager, etc.) and the number of persons in each category. The names of individuals are not required and should not be indicated.
- Column "Name of the organisation" – indicate the name of the lead applicant, co-applicant or, where applicable, the name of the affiliated entity.
- Column "Types of employment (permanent/temporary) and work patterns (fulltime/ part-time)" – indicate how many of each type.
- Column "Indicative daily salary cost" – the indicative daily rate for each category of staff should be determined as follows: Gross actual salaries + social security charges + statutory costs /Total workable days.

Does it mean that we have to include these columns and information in the budget annex?

A18. Please see answer 1 above.

Q19. At page 27 of the guidelines it is written that 3 copies of the application have to be submitted. It means that we have to send 3 copies of all the documents (application form, budget, declaration on honour, supporting documents.) or just of the application form?

A.19 All documents should be sent in 3 copies.

Q20. I am writing for asking if it is possible to submit the project proposal and all the documents by email and signed electronically.

A20. As indicated in the Guidelines for applicants (page 27) the proposals shall be submitted in paper; it cannot be submitted electronically.

Q21. Can you please explain, whether there are any requirements concerning the following supporting documents:

- *Organization's activities report for the last two years;*
- *A list of previous projects/activities performed related to the call or a list of activities carried out in the last two years?*

Can we provide a list and short description, signed and stamped by organization's legal representative? Or is there any specific format required?

A21. No specific format is required for these supporting documents.

Q22. Regarding the call in object I would like to ask you if we have to consider as subcontractors also roles like free-lance journalists or cameraman.

A22. The beneficiary can involve subcontractors to implement specific tasks as part of the action. 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.