



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
REGIONAL AND URBAN POLICY
Communication Unit

CALL FOR PROPOSALS

2018CE16BAT042

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

Questions & Answers (Q&As)

11/06/2018 (Revised Q&A 7)

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. With reference to the call for proposal 2018CE16BAT042 "Support for information measures relating to the EU Cohesion policy" we know that public administrations acting as Intermediate bodies and managing authorities as identified under Art.123 (6) and (7) of Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 **are not eligible applicants**. However, we would like to know whether it is possible to involve them in the in the project's information measures as "communication multiplier", **provided that they are not receiving any funding** .

A1. Yes, we confirm.

Q2. Could you please help us, regarding the financial capacity. Could you please elaborate if we have to submit at this point any financial documents regarding the financial capacity of all the applicants or only if they are requested?

Applicants should provide the following documents as evidence of their financial capacity **on request (see point 5.3 of the guidelines)**:

- *Balance sheets or extracts from balance sheets for the last financial year for which the accounts have been closed.*
- *Profit and loss account for the last financial year for which the accounts have been closed. For newly created entities, the business plan will replace closed accounts*

In the checklist, at the end of the application, there are two lines, regarding balance sheets and profit and lost accounts submitted?

A2. We confirm that these documents should be provided on request.

Q3. Could you please elaborate, if at this point we have to submit CVs of the key experts of each applicant?

A3. As mentioned under section 5.3 of the guidelines (operational capacity), applicants have to submit a declaration on their honour and the following supporting documents:

- the organisation's activity reports of the last two years, if applicable¹.
- a list of previous projects/activities performed and related to the call or a list of activities that have been carried out in the last two years (maximum 4 projects/activities).

¹ If not applicable, budget remarks cannot be provided as an alternative.

Additional supporting documents may be requested to confirm the operational capacity.

Q4. Regarding the operational capacity, the supporting documents that have to be submitted, describing the operational capacity, are part of section II (Operational and financial capacity), 1 Operational capacity and the table provided in the grant application form, right?

OR we have to provide separate sheets with information, structured according to our perception.

A4. You can add the operational capacity in the table provided in the grant application form or you can add it as an annex.

Q5. Regarding the section III (Information on the action for which the grant is requested), there is the following text:

This section may be replaced by an appropriate log frame

Do we need to add something, or we just need to fill in the questions below this text?

A5. You have to fill in the questions below this text.

Q6. According to GUIDELINES FOR APPLICANTS „**Unit costs are authorized for accommodation and daily subsistence allowances**”.

a. Does this mean that in the budget form we have to fill columns (b), (c) and (d) for accommodation and daily subsistence allowances only, while leaving these columns empty for all other budget lines?

- b. If an applicant plans to have a person under an employment contract for 12 months with a monthly salary of 1000 euro – How should the applicant fill the budget form for this person – put the whole amount for 12 months in column (a) like below or in some other way?

	Estimated eligible actual costs (EUR)	Estimated eligible costs declared on the basis of unit costs ⁽¹⁾ for accommodation and daily subsistence allowances			Total estimated eligible costs (EUR)	Reimbursement rate ⁽²⁾	Estimated EU contribution reimbursing eligible costs (EUR)
		Number of units	Unit cost (EUR)	Total (EUR)			
	(a)	(b)	(c)	(d) = (b) * (c)	(e) = (a) + (d)	(f)	(g) = (e) * (f)
Direct eligible costs							
1. Staff costs							
1.1. Person 1	12 000				12 000,00	80%	9 600,00

- A3.** a. For accommodation and daily subsistence allowances, you can fill columns (b), (c) and (d). Other costs are to be filled in column (a).
 b. The monthly salary can be filled in column (a) (= total amount for 12 months).

Q7. In Declaration of honour, Part VII, 5 (a), (b) and (c) there is a text: „.....in section [insert] of the tender specifications”. Which section should the applicant insert?

A7. The correct version of the Declaration of honour is published on the website at the following address: http://ec.europa.eu/regional_policy/en/newsroom/funding-opportunities/calls-for-proposal/