



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL  
REGIONAL AND URBAN POLICY  
Communication Unit

## **CALL FOR PROPOSALS**

2019CE16BAT117

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

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

26/11/2019

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.** – Could costs for the organisation of competitions/calls for the award of prizes also be included in the eligible costs? So what about the amount of the prizes themselves? Would they be included as well?
- Is there a minimum number of reaches to be demonstrated?
  - Can you confirm that no documentation is required for any mediapartners?
- A1.** – As indicated at point 6.3 of the guidelines for applicants, “financial support to third parties is not allowed by this call for proposals. Please note that the award of prizes is financial support to third parties.
- According to criterion 2 “Outreach and effectiveness of the measure” set in page 3 of the call for proposals, there is no minimum number of reaches to be demonstrated.
  - Please see section 5 of the guidelines for applicants where the supporting documents needed for the lead applicant and the affiliated entities is mentioned, as well as the additional clarifications mentioned in previous Q&A.

**Q2.** We would like to ask you if a private educational institution is eligible applicant for action 2?

**A2.** Educational institutions are eligible for Action 2 whether they are public or private. “Educational institutions” should be understood as institutions that directly provide education as their main activity.

**Q3. Section c) Implementation contracts/subcontracting (Heading 3 of the budget form)** *It is stated that “Within the respect of these principles, the beneficiary may organise the award of contracts according to their usual practices.”*

Can you please confirm that the contractor can subcontract a specific task to an already identified subcontractor without carrying out an open tendering procedure, and in accordance with the Contractor’s usual practices?

**A3.** As indicated at point 7.2.1.1 c) of the guidelines for applicants, “the implementation of an information measure may require the buying of goods or services in order to carry out specialised tasks that beneficiaries cannot do themselves (i.e. translations, production of documents, web site creation, informatics support, accountancy, catering, etc.). This does not involve externalisation of parts of the action directly related to the main objectives of the information measure.

The beneficiary should have the operational capacity to carry out the activities related to the main objectives of the proposed information measure. Nevertheless, if the staff does not have all the skills required, where justified and necessary, specific tasks that are part of the information measure (except the core tasks defined in the call document) may be executed by another person

or organisation by means of a contract between one or more of the beneficiaries and a subcontractor. This is known as "subcontracting of tasks forming part of the action".

The beneficiary may award a contract in accordance with their usual purchasing practices, which in some specific cases may be without carrying out an open tendering procedure, provided that the contract is awarded to the tender offering best value for money or, as appropriate, to the tender offering the lowest price. In doing so, it must avoid any conflict of interests.

As indicated again at point 7.2.1.1c) of the guidelines for applicants, if beneficiaries subcontract tasks forming part of the action, they must ensure that, in addition to the above mentioned conditions of best value for money and absence of conflict of interest, the following conditions are complied with :

- a) subcontracting may not cover core tasks of the information measure;
- b) recourse to the award of subcontracts must be justified in relation to the nature of the information measure and what is necessary for its implementation;
- c) the tasks to be subcontracted must be set out in the description of the information measure and the corresponding estimated costs must be set out in detail in the budget estimate.

If all the conditions above and other elements related to subcontracting in the tender documents are complied with (including the model grant agreement), you should indeed mention any pre identified subcontractor in your grant application.

**Q4. Section c) Implementation contracts/subcontracting (Heading 3 of the budget form)** *It is stated that "Within the respect of these principles, the beneficiary may organise the award of contracts according to their usual practices."*

If the bidding company has already identified a subcontractor to undertake a specific task, shall the specific subcontractor be presented in the technical offer?

**A4.** As indicated at point 7.2.1.1c) of the guidelines for applicants, "the implementation of an information measure may require the buying of goods or services in order to carry out specialised tasks that beneficiaries cannot do themselves (i.e. translations, production of documents, web site creation, informatics support, accountancy, catering, etc.). This does not involve externalisation of parts of the action directly related to the main objectives of the information measure.

The beneficiary should have the operational capacity to carry out the activities related to the main objectives of the proposed information measure. Nevertheless, if the staff does not have all the skills required, where justified and necessary, specific tasks that are part of the information measure (except the core tasks defined in the call document) may be executed by another person

or organisation by means of a contract between one or more of the beneficiaries and a subcontractor. This is known as "subcontracting of tasks forming part of the action".

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- c) the tasks to be subcontracted must be set out in the description of the information measure and the corresponding estimated costs must be set out in detail in the budget estimate.

If all the conditions above and other elements related to subcontracting in the tender documents are complied with (including the model grant agreement), you should indeed mention any pre identified subcontractor in your grant application.

#### **Q5. Section 5.3 Supporting Documents for selection criteria (financial and operational capacity**

*In relation to the operational capacity, applicants have to submit a declaration on their honour and the following supporting documents:*

- *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)*

Please confirm that we have to prepare a Declaration on Honour declaring that we have performed the projects / activities presented and submit it as Annex to the Application Form.

**A5.** You will find the template of the “declaration on honour” in the documents of the call for proposals. It should not be confused with the “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”.

Applicants (lead applicants, co-applicants, affiliated entities) have to provide a declaration on honour. In a separate document, all applicants combined must include a list of maximum 4 projects/activities.

**Q6. Section 5.3 Supporting Documents for selection criteria (financial and operational capacity)**

*In relation to the operational capacity, applicants have to submit a declaration on their honour and the following supporting documents:*

- *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)*

Please clarify whether each Applicant must include a list of maximum 4 projects / activities **OR** if all Applicants combined must include a list of maximum 4 projects / activities.

**A6.** All applicants combined must include a list of maximum 4 projects/activities.

**Q7. Section 7.2.1.1 Eligible direct costs: a) Staff costs - It is stated the following:**

*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 [...]
- **Column "number of days"** - the number of days of work to be performed on the information measure per category or sub-category of personnel or per person as applicable.

The budget form annexed to the guidelines for applicants does not include the above-mentioned columns. Can you please clarify and / or send the applicable budget form?

**A7.** In the budget form, only the category of personnel should be mentioned under category “staff costs”.

All other requested details should be mentioned in the application form under section II “Operational and financial capacity”.

**Q8.** Please do advise me: Whether employee secondment to a project is accepted as part of own financial funds/resources?

**A8.** Secondment is the assignment of a member of one organization to another organization for a temporary period.

If the secondment is not done against payment, its value is assimilated to co-financing in kind. In kind contributions shall mean non-financial resources made available free of charge by third parties to the beneficiary. Contributions in kind are not accepted under this call for proposals. Therefore, if a third party is seconding an employee to your entity, this cannot be considered as co-financing.

**Q9.** In the guidelines for applicant, Paragraph 7.2.1.1 Eligible direct cost, at page 16, the instructions dealing with the section reserved for staff costs, refer to the following columns to be filled in:

- Column "Profile/Category of personnel";**
- Column "Name of the organisation";**
- Column "Types of employment (permanent/temporary) and work patterns (fulltime/ part-time)";**
- Column "Indicative daily salary cost"**

The excel file doesn't not contain these columns. Where these information should go?

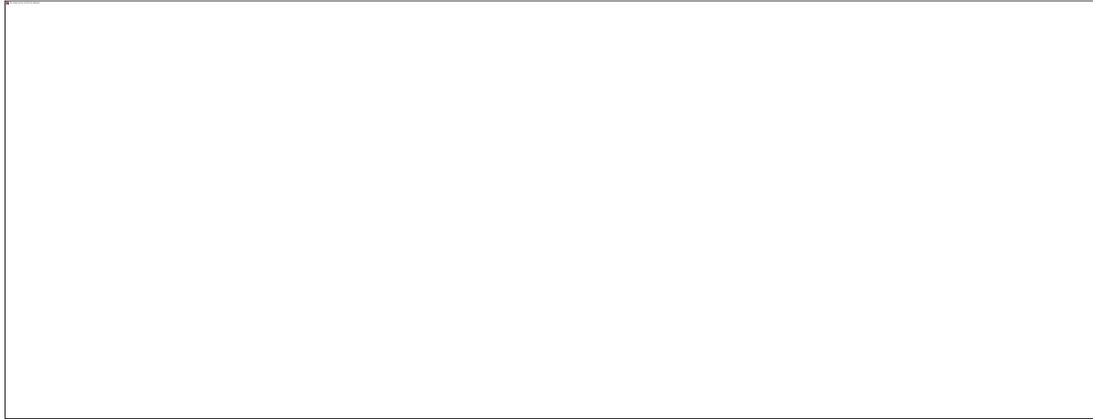
The excel file, under the category Staff Costs, just provide the following instructions.

<b>1. Staff costs</b>
1.1. < Insert cost subcategory 1.1. (e.g. technical personnel)>
1.2. <Insert cost subcategory 1.2 (e.g. administrative personnel)>
1.3. < Insert cost subcategory 1.3>

**A9.** In the budget form, only the category of personnel should be mentioned under category "staff costs".

All other requested details should be mentioned in the application form under section II "Operational and financial capacity".

**Q10.** In the excel file, just inserting costs in the column "Estimated eligible actual costs", automatically the total cost and the related Eu contribution are calculated. This doesn't happen when filling the columns lump sums unit costs, and flat rates , that are also differently coloured (in grey and strikethrough), as it was not possible to use them. Is it possible to declare costs on these three last basis?



**A10.** Please note that you should not fill in the cells which have been prefilled with the diagonal lines pattern. Reimbursement of eligible costs for this call for proposals will only be based on actual costs and on the basis of a flat rate for indirect costs. Costs declared on the basis of lump sums, unit costs and flat rates for costs other than indirect costs are not eligible.

**Q11.** When choosing to estimate costs on an actual cost basis, no specification of number of days worked and cost per day should be provided: is this correct?

**A11.** It is correct. The information contained in section 7.2 of the guidelines only help you in calculating the estimated budget.

Please note that you should not fill in the cells which have been filled with the diagonal lines pattern. Reimbursement of eligible costs for this call for proposals will only be based on actual costs and on the basis of a flat rate for indirect costs. Costs declared on the basis of lump sums, unit costs and flat rates for costs other than indirect costs will not be eligible.

**Q12.** Is an organization, which is an association of legal entities, which are public institutions (self-governing regions) eligible to the call?

**A12.** On the basis of the information provided on the organization you describe, it is not possible for us to understand exactly which type of legal entity you are enquiring about.

For Action 1, public authorities (national, regional and local) are eligible, with the exception of the authorities in charge of the implementation of Cohesion policy in accordance with Art 123. of Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013.

The other types of eligible applicants for Action 1 and Action 2 are described at page 2 of the call for proposals.

**Q13.** The organization is listed in the register of public authorities. Is it considered as public body for the call? Therefore, its financial capacity will not be verified?

**A13.** On the basis of the information provided on the organization you describe, it is not possible for us to understand exactly which type of legal entity you are enquiring about.

Public authorities should be understood as public law bodies or bodies governed by private law with a public service mission.

If the applicant is a public authority, no verification of financial capacity is required.

**Q14.** In Guidelines for Applicants, page 5, it says: "Applications must be drafted in one of the EU official languages." This means that the Application can be completed in the Slovenian language? The exception is a Summary, which must be written in English.

**A14.** We confirm that the application can be drafted in any of the EU official languages. If the application is not submitted in English, applicants are recommended to accompany it by a detailed summary of the proposal in English.