



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
REGIONAL AND URBAN POLICY
Communication Unit

CALL FOR PROPOSALS

2020CE16BAT012

**Support for citizen engagement in the implementation of cohesion
policy**

Questions & Answers (Q&As)

20/05/2020

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&A document will be periodically published; applicants are invited to check the following website regularly:

https://ec.europa.eu/regional_policy/en/newsroom/funding-opportunities/calls-for-proposal/

Q1. Referring to the section ADDITIONAL FUNDING, is it correct to say it need to be filled in only if we had or requested a grant for the same action described in the Project Proposal? Or has to be filled with the Project financed to the applicant in general?

A1. In the application form, under IV ADDITIONAL FUNDING, the point 1. UNION FUNDING should be filled in if the applicant received or applied for any Union funding for the same action or part of the action or for its functioning during the same financial year. If this is not the case, the answer “NO” should be ticked.

The point 2. OTHER SOURCES OF EXTERNAL FUNDING – NON UNION should be filled in case of other external funding for the action. If this is not the case, the answer “NO” should be ticked.

Q2. In the excel form for budget, under the section *Personnel costs*, do we need to insert the name of key staff members, or could it be expressed generally as "Staff Unit 1; Staff Unit 2..."?

A2. For the personnel costs, you must insert the function of the staff, not the name.

Q3. In the excel form for budget, table 3, where is indicated "*3. Financial contribution of the beneficiary (own resources)*", do we have to insert the co-financing (intended as the personnel costs working for the action)?

A3. “3. Financial contribution of the beneficiary (own resources)” corresponds to the applicant’s estimated global contribution from its own resources to the overall budget for the action.

Q4. With the paragraph below do you want to know the applied grants for this call or for the years before and then how many years?

This is not clear to me.

APPLICATION, GRANT OR ANY OTHER EU FUNDING — To be specified for each of the applications or obtained grants in the current or previous years (add columns if necessary)	
	Programme 1
Title of the action (or part of the action)	
Union Programme concerned	
Union Institution or Body/Agency to which the application was submitted or which took the award decision	
Year of award or application and duration of the operation	
Value of the application, grant or other Union funding	

A4. Here should be listed all applications submitted by your organisation for an EU-funded grant for which you are still waiting for a decision. Should also be listed all grants awarded to your organisation by the European Union for ongoing activities (ongoing projects).

Q5. In chapter 6, the instructions say that "Proposals may be submitted by non-profit organisations (private or public)". As a cooperative (as defined by the Italian Law), are we eligible to apply?

A5. As indicated in section 6.1 of the Call for proposals "Proposals may be submitted by non-profit organisation (private or public)". This means that non-profit cooperatives are eligible to apply.

Q6. With reference to the above and specifically to the eligibility of Applicants, we would like to ask if being a no profit making Development Agency funded and owned by public entities can be considered as eligible for the call.

Is there any comprehensive list on what the call intends for "non profit organisations"?

A6. If the Agency is considered as a non-profit organisation, it can be considered as eligible for the call. "Non-profit organisation" means a legal entity that is by its legal form non-profit-making or has a legal or statutory obligation not to distribute profits to its shareholders or members.

The obligation has to be stipulated by law and/or inserted in the act of establishment/articles of association/ statutes, etc.

Q7. Our major activities are aimed at increasing citizen participation in municipal level planning and project implementation. We would like to develop and implement an innovative participatory tool enabling the citizens in a pilot municipality to participate actively in the municipal level planning of projects funded from the Operational programs. Is the municipal level appropriate according to the scope of the program?

A7. The municipal level can be an appropriate level for the activities provided that a clear link with the implementation of cohesion policy is established.

Q8. In relation to CALL FOR PROPOSALS - "Support for citizen engagement in the implementation of cohesion policy", my question is:

- Can a member listed in the key staff of one proposal be part of another proposal by a different NGO, if he is not a full-time employee of neither of the NGOs?

A8. A person already listed as key staff member of an organisation in a proposal under section 1.1 - OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION OF THE APPLICANT of section II - OPERATIONAL AND FINANCIAL CAPACITY of the application form may be listed as key staff member of another organisation in another proposal in the same section.

Q9. I need to know if I can send the application form within 31th May by letter sent or before. It's not clear if 31 May refers to the delivery or not of the application.

A9. Please note that the call for proposals has been updated on 8 May 2020. The conditions for submission of proposals have been modified and the deadline for submitting applications is now 1 June 2020. This is the date when the applicant sends the application by email or hands over the application to the post office or courier service or central mail department. The means of proof are the ones indicated in the call for proposals under section 14.