



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)**

29/04/2020

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

**Q1.** We would like to submit a project as mono-beneficiary in which the project will receive a financial contribution from Management Authority, is this possible? Of course we are going also to describe in the Application Form in the part III.1 how Managing Authority is going to be involved.

**A1.** Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties.

Financial contributions from third parties for the project should be reported in the Annex 1 budget form.

An action may only receive one grant from the EU budget. Under no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the grant application the sources and amounts of Union funding received or applied for the same action or part of the action or for its (the applicant's) functioning during the same financial year as well as any other funding received or applied for the same action.

**Q2.** Chapter III - Information on the action for which the grant is requested, 1. Description of the action, **f) Quality control and Monitoring:**

*“Please give information about the involved staff, as well as the timing and frequency of the monitoring activities.”*

Could the staff involved in monitoring activities be the same persons as those involved in the project? Or should it be other persons, from the organisation or from outside?

**A2.** Yes, the staff involved in monitoring activities can be the same persons as those involved in the project.

**Q3.** I am writing to you because once I have completely read the call, I do not understand exactly what kind of projects can be presented, what proposals it refers to.

One of the entities in my field of activity may be interested in presenting a proposal but does not know exactly what kind of projects you refer to.

Could you give me examples or indicate a webpage with previous calls?

**A3.** There are no previous calls of this type as this is a new action. The selected projects are expected to provide citizens/civil society organisations (CSOs) efficient means to actively participate in the design and/or implementation and/or monitoring of cohesion policy by:

- Developing new tools or actions that support citizen engagement in cohesion policy; and/or
- Scaling up existing tools or activities for strengthening and widening citizen engagement in cohesion policy.

**Q4.** I am writing to you because we have read with interest the call mentioned above. We receive annual grants to execute our action plan for the annual period.

I do not know if for that reason we would be excluded from being able to request "indirect costs" since according to the call "Applicants should keep in mind that, if they receive an operating grant financed from the EU or Euratom budget, they will not be able to declare indirect costs during the period or periods covered by the operating grant, unless they can demonstrate that the operating grant does not cover the costs of the action in question."

Also confirm that our own and externally contracted personnel expenses are eligible.

**A4. With regards to eligible indirect costs and operating grants financed by the EU or Euratom budget :**

As indicated in section 11.2.2 "Eligible indirect costs (overheads)" of the call for proposals, if an applicant receive an operating grant financed by the EU or Euratom budget, indirect costs for the period(s) covered by the operating grant may not be declared unless the applicant can demonstrate that the operating grant does not cover any costs of the action.

This means that if the applicant can demonstrate that the operating grant does not cover any cost of the action, indirect costs for the period(s) covered by the operating grant may be declared.

In order to demonstrate this, in principle, the beneficiary should:

- a. use *analytical cost accounting that allows to separate all costs (including overheads)* attributable to the operating grant and the action grant. For that purpose the beneficiary should use *reliable accounting codes and allocation keys* ensuring that *the allocation* of the costs is done in a *fair, objective and realistic way*.
- b. *record separately*:
  - all costs incurred for the operating grants (i.e. personnel, general running costs and other operating costs linked to the part of its usual annual activities), and
  - all costs incurred for the action grants (including the actual indirect costs linked to the action)

If the operating grant covers the entire usual annual activity and budget of the beneficiary, the latter is not entitled to receive any indirect costs under the action grant.

**With regards to personnel working under an employment contract and externally employed personnel :**

As indicated in section 11.2.1 "Eligible direct costs" (a) of the call for proposals, the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action can be declared as direct cost provided that these costs are in line with the beneficiary's usual policy on remuneration.

With due regard to the conditions of eligibility set out in section 11.2 of the call for proposal, they must be identifiable as specific costs directly linked to the performance of the action and can therefore be booked to it directly.

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations,

including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

- (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);
- (ii) the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and
- (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary.