



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
REGIONAL AND URBAN POLICY
Communication Unit

CALL FOR PROPOSALS

2020CE16BAT099

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

Questions & Answers (Q&As)

26/10/2020

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&As document will be periodically published; applicants are invited to check this website regularly.

Q1. We are an NGO working in the field of information, education and culture.

Concerning the Call for proposal 2020CE16BAT99 - Support for information measures relating to the EU Cohesion policy, we would like to ask if there is a conflict of interests concerning a Framework Contract that we have with an EC Representation as we are currently fulfilling this contract with period 18.12.2019 - 17.12.2023.

Will you please specify if for each member state of the EU a separate NGO/company will be selected for the proposal each per each country?

A1. Please note that conflict of interest is defined in Article II.1 of the model grant agreement as *“a situation where the impartial and objective implementation of the Agreement by the beneficiary is compromised for reasons involving family, emotional life, political or national affinity, economic interest, any other direct or indirect personal interest or any other shared interest with the Commission or any third party related to the subject matter of the Agreement”*

If the situation you refer to corresponds to the definition above, then Article II.5 of the model grant agreement would be applicable.

According to Article II.5 of the model grant agreement:

“ARTICLE II.5 – CONFLICT OF INTEREST

II.5.1 The beneficiary must take all necessary measures to prevent any situation of *conflict of interests*.

II.5.2 The beneficiary must inform the Commission without delay of any situation constituting or likely to lead to a *conflict of interests*. It must take immediately all the necessary steps to rectify this situation.

The Commission may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.”

The only fact that an applicant is also a contractor of a European Commission Representation’s service contract does not automatically result in a situation of conflict of interest.

Please note that, at the end of the evaluation process, a list of successful proposals will be drafted and published online. This list will include the proposals that have scored the highest according to the award criteria, notwithstanding the country they come from. In other terms, there are no geographical criteria in the selection of the successful proposals. Please refer to Section 9 – Award Criteria to have more information on how eligible applications/projects will be assessed.

Q2. What is the difference between applicants and affiliated entities? What is your definition of each of the two? And are there a maximum or minimum amount of applicants/affiliated entities? As we are a network of organisations, in a partnership composed by us and our members, would the latter ones be considered like affiliated entities or co-applicants?

A2. The designation “**applicants**” refers to the organisations which submit a proposal; “beneficiaries” are entities which sign the grant agreement with the Commission. They are actively involved in the implementation of the information measure and are financially engaged, be it by engaging staff or other costs or by providing a direct financial contribution.

The proposals can be submitted by: a single applicant (if selected, a “*mono-beneficiary agreement*” will be signed); or by a group of several applicants (consortium) (if selected, a “*multi-beneficiary agreement*” will be signed). The grant agreement models are published with the text of the call and provide details on the specific obligations of the beneficiary or, in the case of a consortium, of the coordinator and the co-beneficiaries.

Where proposals are submitted by several applicants, one applicant must assume the role of lead-applicant and is called the “*coordinator*”. The other members of the consortium involved in the application are called “*co-applicants*”. The coordinator is responsible for submitting the proposal. When a grant agreement will be signed, powers of attorney to act in their name and on their behalf should be given from co-applicants¹ to the coordinator who is signing the grant agreement (and its amendments). Powers of attorney shall be signed before the signature of the grant agreement.

Should the Commission award a grant, a grant agreement setting out the conditions and maximum level of funding will be concluded with the beneficiary.

The grant agreement will detail the specific obligations of the beneficiary and, where appropriate, of the coordinator and the co-beneficiaries.

For information measures led by a consortium, the lead applicant and co-applicants shall take appropriate internal measures – preferably in writing –, consistent with the provisions of the grant agreement, to ensure the proper implementation of the action.

Reference to the applicant or to the beneficiary is understood to include co-applicants where applications are submitted by a group of applicants and co-beneficiaries in the case of multi-beneficiary grant agreements.

“**Affiliated entities**” are legal entities which have a specific relationship with the beneficiary². On that basis, they may incur eligible costs for the information measure covered by the grant under certain conditions, i.e.: they are legal entities satisfying the eligibility criteria of the particular call and non-exclusion criteria and having a link with a beneficiary, notably a legal or capital link, which is neither limited to the action

¹ Please refer to the grant agreement model for more information on the responsibilities of the coordinator and other beneficiaries.

² Article 187 of the Financial Regulation

nor established for the sole purpose of its implementation. This link must be proven by supporting documents to be provided with the application such as the statutory list of members included in reports approved by governing bodies, the list of controlled companies in audited consolidated accounts, the balance sheet or the deeds of establishment proving ownership or partnership. Affiliated entities are not signatories to the grant agreement and are not financially liable in case of recovery of funds. The beneficiary to whom they are linked is financially liable for them. Consequently, the Commission does not test the financial capacity of affiliated entities at time of application.

Q3. In point 6.1 (Eligible applicants) of the call for proposals list the supporting documents which should be annexed to the proposal. In case of a multi-beneficiary grant shall only the coordinator submit those supporting documents or all applicants and affiliated entities? Shall the supporting documents be submitted if all applicants already have a PIC number?

A3. In case of a multi-applicant proposal, each applicant must provide the supporting documents. Please note that such documents mentioned under section 6.1 must be provided **on request only**.

Upon communication of the applicant's PIC, the EU Validation Services (Research Executive Agency Validation Services) will contact the applicant (via the messaging system embedded in the Participant Register) and request the latter to provide the supporting documents necessary to prove the legal existence and status of the organisation. All necessary details and instructions will be provided via this separate notification.

If supporting documents mentioned under section 6.1 are already available in the Participant Register, applicants are not requested to upload them again provided that they have been validated and that there is no change.

With regards to supporting documents to be provided with the proposal, please refer to the checklist at the end of the grant application.