



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)

30/11/2020

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. Which are the requirements to be considered as an Affiliated applicant?

A1. As mentioned in the Q&A 2 published on 26/10/2020, “**affiliated entities**” are legal entities which have a specific relationship with the beneficiary¹. 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 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.

Q2. Applicants are requested to submit their applications by email in pdf format to the following email address REGIO-CALL-FOR-MEDIA@ec.europa.eu. Which documents compose the application?

- Grant application form
- Grant application budget
- Declaration of honour

Is this correct?

A2. Applicants must provide in their application the following:

- Grant application form
- Grant application budget
- Declaration of honour
- Evidences to prove the professional competencies as well as appropriate qualifications necessary to complete the proposed action as indicated in Section 8.2 of the Call for proposals.

Q3. Legal entity form and copy of the resolution, decision or other official document establishing the public-law entity DO NOT have to be sent along with the application, instead they will be sent upon request if the application is selected? It is right?

A3. We confirm that those documents must be provided on request only.

¹ Article 187 of the Financial Regulation

Q4. Both the applicant and affiliated entities should provide the following documents as evidence of financial capacity on request only :

- Do II.2.1 and II.2.2 in the application forms have to be left empty?
- Are public authorities subjected to provide these documents?

A4. Section 2 (Financial capacity) of Part II (Operational and financial capacity) of the grant applications forms (monobeneficiary and multibeneficiary) must be left empty.

As mentioned in answer No 3 of the Q&A4 published on 12/11/2020, public bodies are only required to provide the Declaration on Honour.

Q5. In the Declaration of honour it is stated that “The person is not required to submit the declaration on exclusion criteria if the same declaration has already been submitted for the purposes of another award procedure of the Commission, provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year.

In this case, **the signatory declares that the person has already provided the same declaration** on exclusion criteria for a previous procedure and confirms that there has been no change in its situation:

- who does “the person” refers to? To the legal person which the signatory represents (Provincial Council) or to the natural person which signs the declaration on behalf of the Provincial Council (Elected deputy member).?
- what does “the same declaration” mean? Does it mean exactly the same text, same template?
- We are considering not signing again the Declaration of Honour since my Organization provided a Declaration of honour for another award procedure
Would this be valid? If yes, how should we proceed?

A5. The “person” refers to legal persons and entities without legal personality, i.e. the applicants and affiliated entities.

With regard to exclusion criteria, as you correctly indicated, the person is not required to submit the declaration on exclusion criteria if the same declaration has already been submitted for the purposes of another award procedure of the Commission, provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year.

Please note that this is only possible for exclusion criteria.

The wording “same declaration” refers to a declaration which covers exactly the same elements. It is the responsibility of potential applicants to verify whether it is the case or not.

As indicated in the draft declaration on honour, should you wish to use this possibility, “the signatory declares that the person has already provided the same declaration on exclusion criteria for a previous procedure and confirms that there has been no change in its situation”. The table included on the first page may be used by applicants to give the references of the relevant award procedure with the date of the declaration.

Q6. If in our project we also address the impact of European agricultural fund for rural development will this be considered relevant?

Or we should only focus on the impact of the European Regional Development Fund, the Cohesion Fund and the European Social Fund?

A6. With regard to funds, as mentioned in footnote 8 on page 4 of the English version of the call for proposals, “With this call for proposals the European Commission is supporting information measures relating to the EU Cohesion policy, which is delivered through three main funds: the European Regional Development Fund (ERDF), the Cohesion Fund (CF) and the European Social Fund (ESF). In this sense, a project which addresses the impact of any of these three Funds in a region is eligible.”

This means that the impact of the European Agricultural Fund for Rural Development should not be addressed in the applications under this specific call for proposals as it does not relate to EU Cohesion policy.

Q7. I ask you if it is possible for our association to be present in two applications multibeneficiaries, as co-applicants, or one as lead partner (coordinator) and one as co-applicant.

A7. Applicants may participate in more than one application (eg. as monobeneficiary and as part of a multibeneficiary application / or as part of two multibeneficiary applications, either as lead applicants or co-applicants), as long the two projects are clearly distinct in a way that funding does not end up being granted twice.

Q8. Under 6.1 Eligible applicants:

1. Are natural persons eligible applicants? Since natural persons are listed under the Supporting documents part as eligible applicants (6.1. page 7).
2. In that case if they are eligible, could you explain how a natural person, freelancer/self-employed can calculate his/her costs for the work on the project since we do not have a regular monthly salary? Is there a specific method to calculate hourly/daily rate for self-employed people?

A8. As mentioned under section 6.1 of the call for proposals, natural persons are not eligible applicants.

Q9. The call mentions 4 sub-objectives, 2 of them refer to:

- To increase awareness of projects funded by the EU - through Cohesion policy in particular - and of their impact on people's lives;
- To disseminate information and encourage an open dialogue on Cohesion policy, its results, its role in delivering on the EU's political priorities and on its future

Arising from that, what is the main focus of the call? Is about highlighting impact of past and present projects funded by EU cohesion funds? Or otherwise about informing about future EU cohesion funds and priorities? Where should we put more efforts?

A9. All information on the main focus of this Call for proposals are mentioned in Section 2 (objectives - themes – priorities). With regard to the 4 specific objectives mentioned in the third paragraph of this section, they are equally important.

Applicants are free to choose whether the information measures cover past or present projects funded by EU Cohesion policy or address the future of EU Cohesion policy funds and priorities.

The assessment of the quality of a proposal will be made on the basis of the award criteria established under Section 9 of the Call for proposals. For each award criterion, elements to be taken into consideration are indicated. Please refer to this Section to learn more about the scoring system of the quality of proposals.

Q10. Could the monitoring and dissemination of Competitive programs and projects of local authorities in our region be considered as an added value to the proposal? (Which of course would be focused on the Cohesion funds) Would activities (monitoring and dissemination of current projects, call local infodays etc.) regarding competitive funds be eligible taking into account the European Commission aim to promote synergies with Cohesion funds?

A10. The assessment of the quality of a proposal will be made on the basis of the award criteria established under Section 9 of the Call for proposals. For each award criterion, elements to be taken into consideration are indicated. Please refer to this Section to learn more about the scoring system of the quality of proposals.

With regard to eligible activities, as indicated in section 6.2 of the Call for proposals:

“The eligible activities shall be those necessary to carry out the information measure and realise the intended outputs/results in accordance with the objectives, themes and target audience as listed under section 2 of this call for proposals.

A. The measures should be implemented within the EU at local, regional, multiregional, national level, or at the level of several Member States.

B. The proposals should include one or several activities and tools having an innovative character with a view to attaining the objectives, cover the themes and reach the target audience.

C. Measures required by law or under the specific public service contracts (in the case of publicly owned entities) are not eligible.”

It is the responsibility of applicants to verify that the activities they want to propose are eligible.

Q11. Thank you very much for the answer on our question published in the Q&A document on the website.

The question and the answer was as follows:

„Q3. According to the definition of a „public authority” (page no 7 of the Call of Proposals), can an application for this Call 2020CE16BAT099 be submitted by a public administration body, i.e. a city hall?

A3. Yes. As mentioned on page 7 of the call, it can be submitted as long as the public entity in question is not an authority 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. Other public entities are eligible.“

That is why I would kindly ask for a more detailed answer concerning our application in this Call.

We are a City Hall willing to apply however, our City Hall is the Intermediate Body in an EU programme, but only in terms of implementing a specific instrument for a specific area. It is therefore a small part of the Cohesion Policy.

Does this fact exclude us or can we still apply?

I would like to add that our City Hall applies and implements a lot of European projects and that the abovementioned fact has never excluded us.

A11. Managing authorities and intermediate bodies are by definition public 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. They are, therefore, not eligible. We also advise you to check Answer 4 of [Q&A4](#).

Q12. J'ai lu à la page 8 de l'AAP que la période de mise en œuvre ne pouvait pas dépasser 12 mois, j'ai cependant une question : à partir de quand et jusqu'à quelle date limite les projets peuvent-ils avoir lieu ?

A12. As indicated in Section 6.3 of the Call for proposals "Applicants are invited to submit proposals for projects with a maximum duration of 12 months."

There is no specific start date nor a specific end date. Nevertheless, potential applicants' attention is drawn to the timetable indicated in Section 3 of the Call for proposals so they can have more information on the planned timing of the procedure until the signature of the grant agreements.

Q13. I would like to know if the application can be written in Italian. Point 5 of the notice states that the application must be written in one of the official languages of the EU.

A13. The application form may be written in Italian or in any other official language of the EU.