



EUROPEAN COMMISSION
DIRECTORATE-GENERAL
REGIONAL AND URBAN POLICY
Communication Unit

CALL FOR PROPOSALS

2018CE16BAT042

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

Questions & Answers (Q&As)

29/05/2018

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. If a co-applicant has started the procedure to obtain the PIC number, but it is not concluded within the deadline of the 28th of June, but obtained during the evaluation procedure time, is the proposal eligible?

A1. Yes it is. Possessing a Participation Identification Code (PIC) is not a condition for transmitting an application. Applicants will be invited after the 28th of June to apply for a PIC number in case they don't have it yet.

Q2. With reference to the call for proposal 2018CE16BAT042 "*Support for information measures relating to the EU Cohesion policy*" we would like to have a clarification concerning the **Co-Financing principle** as stated under 7.1 General principles of the Guidelines for applicants (pag. 13) ".....Co-financing may take the form of the beneficiary's own resources, financial contributions from other third parties" Could you please confirm that beneficiary's personnel costs are eligible as beneficiary's co-financing?

A2. As mentioned in the guidelines, the costs of personnel are eligible. Please see the conditions under 7.2.1.1 Staff costs (Heading I of the budget form).

Q3. Budget: According to the Guidelines for applicants:

"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 should be determined as follows: ..."

There are no such columns in the budget forms uploaded on http://ec.europa.eu/regional_policy/en/newsroom/funding-opportunities/calls-for-proposal/ Also, none of the above information is requested in the grant application form.

Would you be so kind to advise how to fill-in the budget and if the budget forms provided in the above link are the accurate ones?

A3. The budget template provided with this call it's a model *draft* budget to be filled in by the applicants based on their budget proposal and in accordance with the Guidelines for applicants. The information requested for personnel costs i.e. category of personnel, name of the organization, work patterns and indicative salary costs should be included either as a single set of information under the related cost category (Example 1) or by adding the requested columns (Example 2) e.g.:

Example 1

| Direct eligible costs |
|---|
| 1. Personnel costs Indicative daily salary costs |
| 1.1. Administrative Assistant Organisation XY, Temporary/Permanent, FT/PT |

Example 2

| Direct eligible costs | | | |
|--|--------------|-----------|-------|
| 1. Personnel costs – Indicative daily salary costs | | | |
| 1.1. Administrative Assistant | Organisation | Temp/Perm | FT/PT |

Q4. Travel, accommodation and subsistence costs

Where shall these costs be filled-in for the project staff – under section 2. Travel, accommodation and subsistence allowances or in columns B, C and D on the row of the respective project team member?

A4. These costs should be filled in the budget table in columns B, C and D on the row of the respective project team member. Only the function of the project team member should be mentioned (no names).

Q5. According to the Guidelines (Financial provision, page 16), for the staff costs section foresees 4 columns of information, but in the Annex I form (budget) downloaded from the link indicated in the call (http://ec.europa.eu/regional_policy/en/newsroom/funding-opportunities/calls-for-proposal/) there is no reference to this columns and the budget structure indicated in the Guidelines.

Can you explain this incongruity?

A5. Please see answer 3 above.