



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL  
REGIONAL AND URBAN POLICY  
Communication Unit

## **CALL FOR PROPOSALS**

2019CE16BAT117

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

## **Questions & Answers (Q&As)**

19/11/2019

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.** With regards to the above mentioned Call for Proposal, in addition to the Declaration on Honour, is it necessary for the Co-Applicants (partners of the project) to provide the supporting documents for the eligibility criteria and financial/operational capacity listed under pages 8-10 of the Applicant Guidelines?

Namely:

*Eligibility criteria:*

- signed legal entity identification form
- official VAT document or – if the entity is not registered for VAT – the proof of VAT exemption, not older than 6 months
- signed bank identification form
- the following additional documents, where relevant:
  - **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
  - **public entity:** copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;
  - **affiliated entities** shall demonstrate their legal/capital link with the applicant.

*Financial/Operational Capacity:*

- a list of previous projects/activities performed and related to the call or a list of activities that have been carried out in the last two years (maximum 4 projects/activities).
- The profit and loss account, the balance sheet for the last available financial year for which the accounts were closed or, for newly created entities, a business plan that might replace the above documents.

**A1.** The supporting documents necessary to assess eligibility and financial capacity should be provided by all applicants (lead and co-applicants) on request only.

The supporting documents necessary to assess the operational capacity must be provided by all applicants (lead and co-applicants) with the applications.

For further details on “applicants”, please refer to section 6.1 of the guidelines.

**Q2.** We would like to know if the costs incurred in the following states are eligible costs: for example travel costs to North Macedonia, Monte Negro, Albania?

In case that before mentioned costs are not eligible, what about the costs linked to these countries: for example translation costs to languages of these countries? Could these (translation costs) be included in our budget?

**A2.** If the candidate can duly justify that the above-mentioned costs contribute to the goals listed in the call for proposals, then the costs are eligible.

**Q3.** I would like you to describe for me the whole procedure for the submission of the call of "Information measures relating to the EU Cohesion policy-2019", in order to eliminate potential problems, which can lead to exclusion of the evaluation procedure.

Do we have to apply via an electronic system or we just fill in the given documents (word& excel, etc.) and then print them and send them with all the supporting documents to Directorate-General for Regional and Urban Policy?

**A3.** As mentioned under section 3.1 of the guidelines for applicants, applications must be submitted in writing. Applicants must indeed complete the Word and Excel documents (applications form and budget table), print them and send them duly signed with all supporting documents.

As mentioned under section 3.2 of the guidelines, applications must be submitted in 2 copies (one original in paper format and one electronic copy on a USB key).

**Q4.** On page 8 of the "guidelines" it is mentioned that:

"In order to assess the applicants' eligibility as specified under section 2 of the call for proposals applicants may be requested in the course of the procedure to register and provide a Participant Identification Code (PIC, 9-digit number), serving as the unique identifier of their organisation in the Participant Register. Applicant(s) will receive instructions on how to create a PIC in due time."

What is the procedure for a Greek candidate to register and get the PIC, 9-digit number and from what service, in order then to send it to you?

**A4.** The PIC code is not necessary at this stage. As mentioned under section 5.1 of the guidelines, applicants may be requested in the course of the procedure to register and provide this code. They will receive instructions on how to create a PIC in due time.

**Q5.** We are preparing the proposal N° 2019CE16BAT117 Call for proposals - Support for information measures relating to the EU Cohesion policy. As I read the duration of the project is 12 month, and the grant agreement subscribing for the supported proposals is July, 2020. Is it possible, that our project will last between July, 2020 - June 2021? Or it must be finish in the year 2020?

**A5.** Please note that the dates mentioned in the timetable (p. 4 of the call for proposals) are only indicative. The duration of the action is 12 months from the start date of the action, i.e. an action which is starting on 1 July 2020 will end on 30 June 2021.