



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)

04/12/2019

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. To demonstrate the operational capacity, the list of 4 previous project can be provided within the application template in the correspondent section using the table below provided in the template or, as written in the FAQ- answer n. 5, "in a separate document"?

Project title:		Sector		
Location of the action	Amount of the action (EUR)	Role in the action: Coordinator, co-applicant, affiliated entity	Budgetary share in the project	Dates (from dd/mm/yyyy to dd/mm/yyyy)
Objectives and results of the action				

A1. The list of projects of all applicants combined can be provided in the application form or in a separate document.

Q2. 'Secondment ' as part of the own contribution to the project means a change in the scope of activities of an employee employed under an employment contract at a University for the duration of the project. The salary and working time of a given employee are allocated to the project. The employee receives remuneration payable in full, a part of the remuneration being shown as own financial contribution in the project. Is such a solution acceptable in this call for proposals?

A2. You have two options at your disposal.

1. The use of your own staff or equipment for implementing the action constitutes a cost for you and may consequently constitute a direct cost of the action.
2. If you intend to meet this cost yourself, it counts as self-financing out of own resources. It can represent a source of co-financing. You should include a budget line accounting for the costs linked to the employee's remuneration in the budget form and indicate a rate of 0% for this line in the reimbursement rate column.

Q3. The Guideline for applicants in section "7.2.1.1 Eligible direct costs" , sub section "a) Staff Costs" is mentioning (page 16) the following items to be filled in the budget estimate :

- Column "Profile/Category of personnel"
- Column "Name of the Organisation"
- Column "Type of employment..."
- Column "Indicative daily salary cost"

The "Estimated Budget" excel file does not mention any of those items/columns and the columns C to G in this file are indicated as "N/A".

Please can you clarify how the staff costs shall be indicated in the excel file for the Estimated Budget and if only column B shall be filled.

A3. Please refer to answers 7 and 10 of the document "Questions and answers No 5" published on 26/11/2019 at https://ec.europa.eu/regional_policy/en/newsroom/funding-opportunities/calls-for-proposal/

Q4. Am I right in saying that affiliated entities could be not included in a project proposal?

A4. Affiliated entities are authorised. Please refer to section 6.1 of the guidelines for applicants for further information on affiliated entities.

Q5. In Section 4, Governance of the Applicant, in the case of the Department of the University, do you want the names of the board of the Department?

A5. We are assuming you are enquiring about section 4.2 "Applicant's management". If the Board of the Department of your University is a body equivalent to a managing board of the legal entity applying to the call for proposals, you should indeed mention its members by name.

Q6. In section **7.2.1.1. Eligible direct costs, a) staff cost** of the GUIDE are mentioned some entries such as "Types of employment (permanent/temporary) and work patterns (fulltime/ part-time)"; "Indicative daily salary cost" **but I cannot find in the excel Budget model**. Could you please clarify this point? For example, if I'm to insert in the budget a part-time expert's contract, can I only insert the actual cost of the contract?

A6. Please refer to answer 7 of the document "Questions and answers No 5" published on 26/11/2019 at https://ec.europa.eu/regional_policy/en/newsroom/funding-opportunities/calls-for-proposal/

Q7. In the excel Budget form, precisely in the yellow column with % of the reimbursement, can I modify the prefilled filled inserting 0% for example when it is a beneficiary's cofinancing item? Or should I leave the prefilled 80% reimbursement rate?

A7. You can modify the rate as indicated in Q2, as long as a co-financing rate of **maximum 80%** is ensured for the action **as a whole**. Different budget lines can have different co-financing rates.

Q8. Concerning the subject, I kindly ask you to specify if the deadline of 10th December refers to the sending date of the Application Form (proven by the postmark) or if the Application Form must reach your office by the 10th December.

A8. As mentioned under section 3.2 of the guidelines of applicants:

- the postmark will serve as proof of the date of posting if sent by registered letter or equivalent;
- the delivery slip of the courier service (with the date of receipt by the courier service) by serves as proof of date of sending if sent by courier service;
- the proof of receipt, signed and dated by the official in the central mail department who takes delivery if hand delivery.

Q9. The grant agreement mandate document is necessary just during eventual grant preparation or should it be included in the application?

A9. The mandate documents (power of attorney) should not be included in the application.

Q10. We are planning to submit our proposal for the call as a monobeneficiary. The applicant is a limited liability company. The company has other organisations connected to it (also legal persons, companies). They are connected as follows: the owners of the applicant - who are natural persons - own shares in other companies. The shares in some cases exceed the 50%. By this, we must say that those other companies are affiliated entities, am I correct?

Do we have to fill in the corresponding boxes in the grant application form if the proposed project has nothing to do with those other companies (as they won't be involved in the project because some of them operates in different market)?

Only the owners are in common.

A10. Only the companies involved in the project must be mentioned in the application form.

Q11. Language of proposal – according to point 3.1. Admissibility requirements of GUIDELINES FOR APPLICANTS „Applications must be drafted in one of the EU official languages” - standard grant application form (Word file) and grant application budget (Excel file) are only available in the documentation in English – please confirm that application prepared let's say in German or Bulgarian (or any other official EU language), filled in the file with all instruction in English is acceptable. If not, please provide respective files. What about supporting documents: 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) - is this acceptable to prepare them also in one of the EU official languages?

A11. The application form and the budget table are only available in English. We confirm that those documents may be filled in any official EU language filled. Nevertheless as mentioned under

section 3.2 of the guidelines for applicants, “if the application is not submitted in English, applicants are recommended to accompany it by a summary of the proposal in English”.

The supporting documents may also be provided in any official EU language.

Q12. Staff costs - on page 16 of GUIDELINES FOR APPLICANTS we can read that "section reserved for staff costs in the budget estimate (...)" are to filled in columns: "Profile/Category of personnel", "Name of the organisation", "Types of employment (permanent/temporary) and work patterns (fulltime/ part-time)" and "Indicative daily salary cost" - there are no such columns in either word file (standard grant application form) or excel file (grant application budget) - could you please clarify which part of the proposal should be prepared according to this guideline?

A12. Please refer to answer 7 of the document “Questions and answers No 5” published on 26/11/2019 at https://ec.europa.eu/regional_policy/en/newsroom/funding-opportunities/calls-for-proposal/

Q13. Grant application budget (Excel file - ANNEX I - ESTIMATED BUDGET) in sheet COVER, we can read: "For personnel costs, applicants choosing to declare 'unit costs' under column (d) of Table 1 should specify the nature of the unit applied, i.e. hourly, daily, weekly, monthly rates."

1. Please confirm, that applicants can choose either to declare unit costs of personnel (let's say „daily salary cost” and then also to fill columns c, d and e - despite the fact that names of those columns do not match with the names specified in my previous question) or decide not to do so (and declare only total cost in column a) Estimated eligible actual costs).
2. What is the purpose of "graying out" columns b) to f) and j) to n) in grant application budget (Excel file - ANNEX I - ESTIMATED BUDGET)? Are those to be used by the applicants or have been "grayed out" as "not applicable" in this call for proposals?

A13. Please refer to answer 10 of the document “Questions and answers No 5” published on 26/11/2019 at https://ec.europa.eu/regional_policy/en/newsroom/funding-opportunities/calls-for-proposal/

Q14. According to the *Guidelines for Applicants*, about the staff costs (Heading 1):

"[...] 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:
Gross actual salaries + social security charges + statutory costs"

On the budget form, Heading 1, we could not find any of the mentioned columns: should we add them, only for the Heading 1?

A14. Please refer to answer 7 of the document "Questions and answers No 5" published on 26/11/2019 at https://ec.europa.eu/regional_policy/en/newsroom/funding-opportunities/calls-for-proposal/

Q15. I'm writing on behalf of a Secondary School. We'd like to have further information about "Supporting documents for selection criteria (financial and operational capacity), that is: "applicants have to submit a declaration on their honour and the following supporting documents: 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).

Do we have to list the projects/activities in the Application form, at II. OPERATIONAL AND FINANCIAL CAPACITY (1.1.), or do we need to write it separately, as a supporting document to the declaration of honour?.

A15. Please refer to answer 1 above.