



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)

06/01/2021

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. 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 understand it right that past projects do not need to be projects in the social cohesion field?

We are a big media company and we have experience in dissemination of projects but not in cohesion policy

A1. Your understanding is correct. The list of previous project/activities performed by applicants must be related to the activities that will be implemented within the context of the call for proposals. The previous experience of applicants, however, does not have to be necessarily in the field of cohesion policy.

Q2. 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

==> Can you further clarify what is meant with "relevant"? Does this refer to social cohesion or can it refer, for instance, to media/dissemination projects.

A2. The previous experience of applicants must be related to the activities planned to be implemented within the context of the call for proposals. For instance, if the applicant has implemented projects promoting topics in areas other than EU cohesion policy, this is perfectly fine.

Q3. Can you confirm that within the deadline, only the following documents should be sent to the email for the application to this call:

- grant application form
- declaration on honour
- budget

A3. Applicants must provide in their application the following:

o Grant application form

o Grant application budget

o Declaration of honour

o As indicated in Section 8.2 of the Call for proposals, applicants should submit a list of previous projects/activities. This can be done either by filling section II of the application form or with a separate annex.

Q4. With reference to part IV - ADDITIONAL FUNDING of the application form:

1. Does Table 1 refers only to funding belonging to the same action (which means to the same call for proposals) or to any other funds received within the European Union (other projects approved?)
2. What do you mean with "external funding"? Can you be more precise? Shall this be our case, where do we need to indicate the amount of those funding?

A4. 1. Table 1 refers only to Union funding for the **same** action or part of the action or for the functioning of the applicant or any of the affiliated entities during the **same** financial year.

2. External funding means **non-Union** funding.

Q5. I'm a sole proprietor in Greece, I have no company but I can issue service invoices for publishing and advertising. Am I eligible for the **2020CE16BAT099** program? (Support for information measures relating to the EU Cohesion policy)?

A5. Please note that as indicated Section 6.1 of the Call for proposals "Natural persons as well as entities established for the sole purpose of the implementation of the projects within this call for proposals are not eligible."

The potential applicants' attention is also drawn to the fact that the 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 are not eligible to apply for this call for proposals.

If the potential applicant is not in one of the above-mentioned situations, then it is considered as an eligible entity.

Q6. Related to point 11.3 can a local public administration consider VAT as an eligible cost in the project?

According to Article 13(1) of Council Directive 2006/112/EC¹⁶ we consider that local public administrations are not entities with right of deduction.

A6. As indicated in Section 11.3 of the Call for proposals, VAT¹ will be ineligible when the activities to be supported through the grant are taxed activities/exempt activities with right of deduction or activities engaged in by bodies governed by public law acting as a public authority of a Member State (i.e. activities resulting from the exercise of sovereign powers or prerogatives exercised by Member States under the special legal regime applicable to them in line with Article 13(1) of Council Directive 2006/112/EC²: e.g. police, justice, definition and enforcement of public policies, etc.).

¹ Article 186 (4) (c) of the Financial Regulation

² OJ L 347, 11.12.2006, p.1

Q7. The grant application form can be written in any EU language. Does this also apply to the "Summary of the action" field?

A7. Yes.

Q8. The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

- (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);
- (ii) the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and
- (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;

Can you confirm that a freelance working on a regular basis on the project can be included in this formulation?

A8. If the situation to which you refer to as "freelance" complies with the requirements set in section 11.2.1 (a) of the Call for proposals, it may be considered eligible as personnel cost.

Q9. An applicant of our proposal has the legal status of cooperative society with numerous members who are natural persons. Is it necessary to list all the members at section 4.1 of the AF despite their number or can we attach a list of members to the AF?

A9. Part I. 4. of the Grant application form relates to information on the governance of the applicant. Section 4.1 needs to be filled in in order for the applicant to list the organizations and/or natural persons holding capital or shares, where appropriate specifying the proportion held, if there are any organisations and/or natural persons holding capital or shares in the applicant's structure.

Q10. In the cooperative, members have equal voting rights (one member, one vote) despite the share of capital they held. Considering this characteristic of the cooperative, in the section 4.2 should we indicate the proportion of capital held or an equal share of controlling power for each member?

A10. Part I. 4. of the Grant application form relates to information on the governance of the applicant. Section 4.1 needs to be filled in in order for the applicant to list the organizations and/or natural persons holding capital or shares, where appropriate specifying the proportion held, if there are any organisations and/or natural persons holding capital or shares in the applicant's structure. Applicants are free to mention either the capital or the shares held.

Section 4.2 needs to be filled in to list the members of the applicant's managing board or equivalent body, specifying their profession and position if the applicant has any managing board or equivalent body.

Q11. In the section 8.2 of the Call, a list of previous projects/activities are requested as supporting documents. Does this list coincide with the table at section 1 of the Application form or other supporting documents (for instance Cvs) are requested to be submitted in attachment to the AF?

A11. Operational capacity must be listed in Section II.1.1 of the application form or as a separate annex. Please see also A3 of this Q&A as well as A2 of [Q&A 7](#).

CVs may be provided as an annex to the application form.

Q12. Can you define further what is meant with an affiliated entity?

A12. Please see answer 2 of [Q&A 2](#) and answer 7 of [Q&A 7](#). "Affiliated entities" are legal entities which have a specific relationship with the beneficiary³. 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 check the financial capacity of affiliated entities at the time of application.

³ Article 187 of the Financial Regulation

Q13. Regarding costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, in this case job contract can be signed after the beginning of the project or it has to exist at the moment of the submission of the application?

A13. Employment contracts may be signed after the beginning of the action.

Q14. In a multibeneficiary application are eligible costs all the costs of all partners or just those of the lead applicant?

A14. Eligible costs of the action are costs actually incurred by the beneficiary. As mentioned in [Q&A 2](#), 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.

Q15. A contract between a partner and a freelance journalist is an eligible cost if it is coherent with the partner's action of the project? It will be considered as a personnel cost or a subcontract?

A15. If the situation which you refer to as "freelance" complies with the requirements set in section 11.2.1 (a) of the Call for proposals, it may be considered eligible as personnel cost.

With regard to subcontracting, please refer to section 11.7 (c) of the Call for proposals. If the situation which you refer to as "freelance" complies with the requirements set in this section, it may be considered eligible as subcontractor. However we draw your attention to the fact that subcontractors may not implement core tasks of the action.

Q16. In which way it is possible to calculate costs of travel and related subsistence allowances, just with invoices or with flat rates? And what about costs of room and board (we are referring about costs for personnel who will travel in regions during the project to interview citizens)?

A16. Applications must include a detailed **estimated** budget for all costs.

As provided for in Article I.3.2. a) of the draft grant agreement, the grant takes the form of the reimbursement of 80 % of the eligible costs of the action, which are **actually** incurred. As mentioned under Article II.20.2 of the draft grant agreement, for actual costs, each beneficiary must provide adequate supporting documents to prove the costs declared, such as contracts, invoices and accounting records.

Q17. What does it mean costs of consumables and supplies? In consumables and supplies we can consider costs for advertising materials such as roll-up and pop up?

A17. Consumables are items that are not entered as fixed assets in the accounts (or inventory) of the organisation and are not written off.

Q18. About costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), they can be demonstrated with invoices of subcontractors? or these activities, dissemination of information, specific evaluation of the action, audits, translations, reproduction, can be carried out with internal personnel of a partner (especially referring to audit activity)?

A18. It is up to potential applicants to decide whether tasks imposed by the grant agreement (such as dissemination of information, specific evaluation of the action, audits, translations, reproduction) are implemented by their own staff or by subcontractors.

With regard to subcontracting, please refer to section 11.7 (c) of the Call for proposals. Eligibility of those costs may be checked through invoices. We draw your attention to the fact that subcontractors may not implement core tasks of the action.

Q19. Activities of the project carried out by freelancers with contracts with the partners are considered as eligible costs?

A19. If the situation which you refer to as “freelance” complies with the requirements set in section 11.2.1 (a) of the Call for proposals, it may be considered eligible as personnel cost.

Q20. Regarding the participation of a university, the declaration of honour must be signed by the rector or by the department director?

A20. The declaration of honour must be signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

Q21. I represent the publisher of a local news service and the largest free newspaper in a Polish sub-region. I intend to take part in the 2020CE16BAT099/Support for information measures on EU cohesion policy and submit a proposal.

Please provide information on the specificities of the task in the call, the description of the action, the general and specific objectives of the proposed action.

Please tell me whether the content of the task is to be our individual idea and described on the basis of completed tasks in some Polish subregions or whether the content of the publications will be provided by you i.e. the European Commission?

A21. You can find all related information about this call for proposals at https://ec.europa.eu/regional_policy/sources/tender/doc/propositions/2020_16_bat_099/call_proposals_pl.pdf and all related documents and Questions and Answers at https://ec.europa.eu/regional_policy/en/newsroom/funding-opportunities/calls-for-proposal/ under the reference N° 2020 CE 16 BAT 099.

Q22. I would like to ask if as for "private entities" a "giornalista libero professionista" (freelance journalist with certificate of liability to VAT) is an eligible applicant.

This professional owns a podcast platform... that's why he would like to apply.

A22. Please note that as indicated Section 6.1 of the Call for proposals "Natural persons as well as entities established for the sole purpose of the implementation of the projects within this call for proposals are not eligible."

The potential applicants' attention is also drawn to the fact that the 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 are not eligible to apply for this call for proposals.

If the potential applicant is not in one of the above-mentioned situations, then it is considered as an eligible entity.

Q23. I am interested in applying for the call I2020CE16BAT099 and I would like to know whether there is a quota between staff costs and costs for sub-contracts.

A23. There is no quota between staff costs and costs for sub-contracts. However, specific requirements are established in the Call for proposals both for the eligibility of personnel costs (Section 11.2.1 (a)) and of costs for sub-contracts (Section 11.7 (c)). We draw your attention to the fact that subcontractors may not implement core activities of the action.

Q24. With reference to the document "grant application form - monobeneficiary_en" to be fulfilled for the application of the call 2020CE16BAT099 - Support for information measures relating to the EU Cohesion policy, we need to receive a clarification on the table of section 1.1 OPERATIONAL CAPACITY TO COMPLETE THE PROPOSED ACTION/ WORK PROGRAMME OF THE APPLICANT.

According the call, a maximum of 4 projects/activities should be listed in the table, to assess the competences on communication; our question is if we can also list activities where the budget amount is not applicable or activities financed from own resources, or if only activities and project with budget will be considered as eligible for the assessment.

A24. The list of previous projects/activities aims to demonstrate that the applicant has the professional competencies as well as appropriate qualifications necessary to

complete the proposed action. There are no restrictions with regard to the nature of these projects/activities or their financing/budget.

Q25. As a newspaper we are evaluating the possibility of participating in the call: "Support for information measures related to EU cohesion policy" (2020 / C 362/04) In the Call for funding in point 5 it is stated that applications can be submitted in any official EU language. The forms relating to the call, in particular: the grant application form monobeneficiary; the grant application budget monobeneficiary; declaration honour; grant agreement monobeneficiary can only be downloaded in the English version. So the question is this: can the compilation of these forms be carried out in Italian anyway or is an English translation of the texts required?

A25. Please see answer 5 of [Q&A 7](#).

The English version of the application form, the budget form and the declaration on honour is the only one currently available. However, potential applicants' attention is drawn to section 5 of the call, pursuant to which applications can be drafted in any language of the EU even if applicants use the English version of the (monobeneficiary or multi-beneficiary) application form. It is not necessary that the language of the template used corresponds to the language used by applicants to complete their application.

Please note that the draft grant agreement must not be completed by applicants. This is a draft document and it will be signed by the successful applicants only.

Q26. Could you tell me whether the project budget (grant-application-budget-monobeneficiary-en) also have to be signed by an authorized person? Is it enough to sign the grant application and the declaration honour?

A26. Please see answer 9 of [Q&A 9](#). The budget table is part of the application form. It must, therefore, be signed.

Q27. We write to receive a clarification about the admissibility requirements. According to the leave of the UK from the EU is it admissible the draft of the application in English?

A27. Even after the withdrawal of the United Kingdom from the EU, English remains one of the official languages of Ireland and Malta. Therefore, applications may be drafted in any of the EU languages, including in English.

Q28. One of our partners cooperates with a graphic design company. They would not cooperate on a subcontracting basis but the graphic company would assign one of its graphic designers to the project. Could we report the days this graphic designer would work on the project **even** if the payslips do not belong to our partner? Does this fall under": The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:"

A28. If the situation which you describe complies with the requirements set in section 11.2.1 (a) of the Call for proposals, it may be considered eligible as personnel cost.

Q29. When we **insert** the amount of the partners, the table does not update automatically the sheet "Consolidated estimated budget".

Could you upload an updated budget table?

A29. The worksheet "consolidated estimated budget" has not been linked to the worksheets for the estimated budget for applicants on purpose so that applicants may add lines and worksheets. Please note that in all worksheets, totals and sub-totals contain formulas. It is the responsibility of potential applicants to verify that the results indicated in the budget tables are correct. Furthermore, in case of multi-beneficiary applications, potential applicants should ensure that there is also one worksheet for each co-applicant in the budget table.

Q30. Please let me know if you have the STANDARD GRANT APPLICATION FORM for 2020CE16BAT099_Proposal about EU Cohesion policy in Greek Language.

A30. Please see answer 5 of [Q&A 7](#).

The English version of this application form is the only one currently available. However, potential applicants' attention is drawn to section 5 of the call, pursuant to which applications can be drafted in any language of the EU even if applicants use the English version of the (mono-beneficiary or multi-beneficiary) application form. It is not necessary that the language of the template used corresponds to the language used by applicants to complete their application.