



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)

22/12/2020

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. In reference to the call "INVITATION TO SUBMIT PROPOSALS 2020CE16BAT099 Support for information measures relating to EU cohesion policy", we are presenting the following FAQs:

- with reference to point 11.2.1 c), in the case of associations not having a VAT number and are therefore not subject to the obligation to depreciate equipment and goods costing more than € 516, it is possible to charge the entire cost in cash ?
- at point 6.1 the extract of the Official journal is requested, so we ask for more specifications on the type of document to be produced.
- in part III of the application concerning the description of the action, we ask if there is a maximum number of characters allowed.

A1.- With regard to depreciation costs and to section 11.2.1.c) of the call for proposals, the case of associations not having a VAT number and which are not subject to the obligation to depreciate equipment and goods costing more than € 516 is not considered as an exception according to which the full cost of purchase of equipment may be eligible under the special conditions due to the nature of the action and the context of the use of the equipment or assets.

- The Official journal refers to the extract of the registration of your organisation in official/national register (e.g. Company Register, Commercial/Business Register, etc.) which clearly indicates the name of your organisation, the legal form, the date and the number of registration and the address of the head office.
- Please see Answer 4 of [Q&A 5](#). There is no limitation in the number of characters.

Q2. Following the Q&A procedure, please clarify whether the major focus of the proposal should be to promote, raise awareness, disseminate information on the EC Cohesion policy/ funded projects/ funding programs/ achieved impacts under the 2014-2020 programming period or rather on the incoming 2020-2026 period?

A2. As mentioned in [A9 of Q&A 6](#), applicants are free to choose whether the information measures that they propose cover past or present projects funded by EU Cohesion policy or address the future of EU Cohesion policy funds and priorities.

Q3. Can a joint stock company (S.P.A.) be the applicant of this call? From the announcement it seems to me an eligible subject.

A3. As mentioned in [A5 of Q&A8](#) and as indicated under footnote 11 of the call for proposals, the list of eligible applicants is not exhaustive. This means that the legal form to which you refer to could be considered eligible. Please note that the only entities that are not eligible for this call for proposals are 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.

Q4. With reference to the call in the object, the application form makes a reference to the guide for applicants which however is not among the reference documents in the website indicated. Where is it available?

Below the exact sentence from the application form, at page 2, below the summary table.

Before filling in this form, please read carefully the relevant call for proposals, the guide for applicants and any other reference documents related to this grants programme available on our site

https://ec.europa.eu/regional_policy/en/newsroom/funding-opportunities/calls-for-proposal/

A4. This is a clerical mistake. The sentence should read as follows: "Before filling in this form, please read carefully the relevant call for proposals and any other reference documents related to this grants programme available on our site

https://ec.europa.eu/regional_policy/en/newsroom/funding-opportunities/calls-for-proposal/"

Q5. Regarding sections "4.1. APPLICANT'S STRUCTURE" and "4.2 APPLICANT'S MANAGEMENT".

Please explain, do we need to fill out information due for these sections, if the legal status is: *Public body, Educational and training establishment?*

A5. 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.

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.

There are no exceptions to this based on the legal status of the applicant.

Q6. In a multibeneficiary proposal, can the applicant A subcontract a service to affiliated entities of the partner B, without this affiliated entity being included in the proposal?

A6. A beneficiary cannot subcontract tasks to the entities affiliated to another beneficiary in the same grant agreement. Affiliated entities participating in the implementation of an action declare the costs they incur as eligible.

Q7. In a multibeneficiary proposal, the four previous projects which should be listed to prove the operational capacity are asked for the whole consortium or for the single participant?

A7. The operational capacity is assessed as a whole. Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the proposed action.

Q8. Is there a draft of the consortium agreement available which the eventual partners of a multibeneficiary project should sign among themselves?

A8. A template for mandate is available in Annex IV of the draft grant agreement for multibeneficiaries.

Q9. Should the budget table be signed and dated as the application?

A9. The budget table is part of the application form. It must, therefore, be signed.

Q10. Should the application be signed just by the coordinator?

A10. In the case of a multibeneficiary proposal, the application form must be signed by the coordinator only.

Q11. Do we need to include all activities/concept/idea description in the application form or could it be attached in separate document?

A11. Ideally the application form should include all the requested information and be complete in itself. However, should the applicant see the need to attach additional documents, clear and precise references to these documents should be included in the grant application form.

Q12. What would be the optimal level of detailisation in the offer (for example, would you like to receive an overall description of the planned activities or there should be texts' samples included as slogans, specific storylines etc.)?

A12. Please refer to Part III "Information on the action for which the grant is requested" of the grant application forms to find information on how to describe the action. Applicants are free to choose the level of details that they wish to provide.

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.

Q13. Application must be drafted in one of the EU official languages. Can you confirm that application and its annexes **can be drafted in Lithuanian**?

A13. Please see answer 13 of [Q&A 6](#). As indicated in Section 5 “Admissibility requirements”, applications must be drafted in one of the EU official languages. This means that the application form may be written in Lithuanian or in any other official language of the EU.

Q14. The requirement No. 2 "Financial capacity" is asking to submit an audit report produced by an approved external auditor. Can you confirm that this requirement is applicable to any **private legal entity** where the application concerns grants for an action for which the amount exceeds EUR 750 000, or operating grants which exceed EUR 100 000?

A14. As indicated in Section 4 “Budget available” of the call for proposals, “The grant amount will be maximum EUR 300 000”. This means that this requirement is not applicable to this call for proposals as the maximum amount of the grant which can be received is EUR 300 000, i.e. below the ceiling of EUR 750 000 for grant for an action to which you refer to.

Q15. What is the difference between **grants for an action** and **operating grant**?

A15. The purpose of a grant **for an action** is to co-finance **an action ‘intended to help achieve a Union policy objective’**. A grant for an action pursues a clearly identified policy objective as specified in call for proposals. A clear description of the action with all its composite elements needs to be presented by the applicant. The eligible costs covered by a grant are only those linked to the implementation of the action itself.

An **operating grant** provides **financial support for the functioning of a body** over a period that is equivalent to its budgetary year (maximum 12 months), in order to enable it to carry out a set of activities, the agreed work programme. Such support is provided not to the implementation of a specific action but to the annual operating budget or part of it, for certain bodies whose statutory activities serve the strategic objectives of Union policies. Those bodies tend mainly to be non-profit organisations, voluntary associations, foundations, NGOs or similar bodies.

Please note that this Call for proposals will result in the award of grants for an action.

Q16. We have a question about the staff costs.

One of the partners is an Association active at regional level and comprehends other four local Association, one for each Province of the Region; each of them has its own VAT and formal identity, but the Board of the Regional one is composed by the Presidents of the other four.

In order to carry out the project activities in each Province and report the staff costs arising from them in a proper way, should we have all these five institution in the Consortium as Partners or shall we have only the "Regional one" with staff detachment/service orders of people involved in Project activities?

A16. We may not specifically advise you on that matter as we do not know in detail the relationships between all the entities to which you refer to nor the contractual relationships between those entities and their staff.

We understand that you would like to apply to this Call for proposals as a Consortium. Proposals may be submitted by any applicant that complies with the requirements and criteria established in the Call for proposals. Applicants are free to organise themselves any way that they want.

In case of a multi-beneficiary application, each applicant must detail their estimated expenditures of the action. Please refer to Section 11.2.1 (a) of the call for proposals to find information on eligibility of personnel costs and 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. The recommended methods for the calculation of direct personnel costs are provided in Appendix to the Call for proposals.

Q17. 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).

==> does this mean that every partner must have 4 projects in the last 2 years or can it be all together (for ex. 3 partners = 12 projects)?

A17. See answer 7 above.

Q18. I am contacting you regarding the section "8.2. Operational capacity" of the call for proposal 2020CE16BAT099.

In this section it is specified that: "[...] 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)".

For multi-beneficiary proposals, is the maximum of 4 projects/activities to be understood as 4 for each project partner or 4 in total for the whole partnership?

A18. See answer 7 above.