



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL  
REGIONAL AND URBAN POLICY  
Communication Unit

## **CALL FOR PROPOSALS**

2021CE16BAT001

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

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

26/11/2021

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.** Under the INFORMATION ON THE GOVERNANCE OF THE APPLICANT section (p. 6), both subsections 4.1 and 4.2 are named APPLICANT'S MANAGEMENT.

In the 2020 grant application form for the same programme (Support for information measures relating to the EU Cohesion policy), the subsection 4.1 was named APPLICANT'S STRUCTURE (please see below).

4 INFORMATION ON THE GOVERNANCE OF THE APPLICANT	
4.1 APPLICANT'S STRUCTURE	
List the organisations and/or natural persons holding capital or shares in the applicant, where appropriate specifying the proportion held (insert rows if necessary)	
Organisation/Natural person	Proportion held

Therefore, I was wondering whether we should fill subsection 4.1 with the applicant's structure in this year's form as well?

**A1.** Applicants must indeed complete subsection 1 “Applicant’s **structure**” and subsection 2 “Applicant’s **management**”. The application forms for mono- and multi-beneficiaries have been updated accordingly in all languages. The revised versions are available at the following address:

[https://ec.europa.eu/regional\\_policy/en/newsroom/funding-opportunities/calls-for-proposal/](https://ec.europa.eu/regional_policy/en/newsroom/funding-opportunities/calls-for-proposal/)

**Q2.** We would like to receive information on the call 2021CE16BAT001 "Support for information measures relating to EU cohesion policy", with the deadline of 11 January 2022:

1. Apart from the application form, what other documents must be submitted by email within the deadline? Budget form and Declaration on honour?  
To be sure, could you please make us a list of the requested documents?
2. Must all documents be in English?
3. If the answer to question n. 2 is "yes", must the application form be written in English too? (on the website it is available in Italian language).

**A2.**

1. The list of requested documents is provided at the end of the application form:

All sections of the application form have been filled in, where appropriate, in accordance with the guide for applicants or any other document provided as guidance related to the programme	<input type="checkbox"/>
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concerned.(*)	
The budget annex has been duly filled in and is attached.	<input type="checkbox"/>
Balance sheets or extracts from balance sheets for the last two financial years for which accounts have been closed have been included with the application form.	<input type="checkbox"/>
Profit and loss account for the last two financial years for which the accounts have been closed has been included with the application form.	<input type="checkbox"/>
The declaration of honour of the applicant/coordinator has been signed and attached.	<input type="checkbox"/>
In the case of multi-beneficiaries, the declaration(s) of honour of the co-applicant(s) has (have) been signed and attached.	<input type="checkbox"/>
The declaration(s) of honour of the affiliated entity(ies) has (have) been signed and attached.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

(\* ) Please also provide the documents mentioned under Section 8.2 of the Call for proposals:

- 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). Applicants may submit this list as a separate annex or by filling section II of the application form.
2. As mentioned in section 5 of the call for proposals, applications must be drafted in one of the EU official languages.
  3. See answer above.

**Q3.** In your answer published in Questions & Answers № 2 from 29/10/2021 it is said: "*The Legal Entity Form, Declaration on Honour and Bank Account Form may be signed digitally or by hand*". Could you please confirm that at the application stage we DON'T HAVE to fill and submit The Legal Entity Form and Bank Account Form.

**A3.** We confirm that the Legal Entity Form and the Bank Account Form do not need to be completed at this stage. Only the documents mentioned in question 2 above must be provided.

**Q4.** Our association is a **subject of public law**, established by urban municipalities in accordance with the Law on local self-government.

In section 6.1 on eligible applicants the call states that public authorities are eligible with the exception of authorities in charge of the implementation of Cohesion policy in accordance with Article 71 of Regulation (EU) No 2021/1060 of the European Parliament and of the Council of 24 June 2021.

In the framework of Cohesion policy for the period **2014-2020** our associations is designed as an **intermediary body** for the selection of projects of sustainable urban development for the integrated territorial investments (ITI) mechanism. We are also **beneficiaries of technical assistance** and have a contract with the managing

authority that co-finances part of our activities in relation to the ITI mechanism for the period 2014-2020. The contract covers the year 2022 (final year of activities). Our role is based on cohesion regulations from 2013 and national regulations related to Cohesion policy. For the period **2021-2027** our association **will not be appointed as an intermediary body**, although it may still retain the **task of project selection for the future ITI 2021-2027 (art. 29, para 3 of CPR regulation 2021/1060)**.

We kindly ask for your opinion on the following question: Is our association eligible to apply to the call for proposals, taking into consideration our role in the implementation of the Cohesion policy for the period 2014-2020 and possible task of project selection for the ITI mechanism in Slovenia for the period 2021-2027 (even though we will not be formally an intermediary body)?

**A4.** As per section 6.1 of the call for proposals, associations are eligible as long as they are not in charge of implementing Cohesion policy for the current funding period.

**Q5.** Is it possible to submit a project application that is a follow-up to a previously funded project? If so, should this be specified in the application?

**A5.** Applicants may propose an action that is a follow-up to a previously funded project. The project must be specified.

**Q6.** We want to ask if it is eligible to buy/ rent a caravan type-vehicle (mobile information units) and to customize it for the purpose of the project?, we want to present information closer to people.

**A6.** This is possible as long as it complies with all the requirements set in the call for proposals, in particular with regard to the eligibility of costs conditions. Attention is drawn to Section 11.2.1 (c) of the Call for proposals on depreciation costs of equipment or other assets which also contains information on costs of renting or leasing equipment or other assets.

**Q7.** Could you please indicate the maximum number of pages as well as the specific typology and dimension of the font?

**A7.** There is no limitation in the number of pages/words/characters nor specific requirement on the typology and the dimension of the font.

**Q8.** We are a media organization - an internet portal. Our organization has a journalistic team employed under an employment contract. As part of the project, we want to involve our team of journalists (employees) in the development of information materials. The tasks that they will perform in the project will be additional tasks for them - going beyond the scope of their duties under the current employment contract.

Can we conclude additional contracts with our employees (an addition to an employment contract or a mandate contract, or a specific task contract) regarding the implementation of tasks in the project and will such a cost be treated as personnel costs in the project budget?

These additional contracts (or additional remuneration) will fulfill following conditions from point 11.2.1 of the call for proposals:

- 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);
- the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and
- the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary.

**A8.** Please refer to the eligibility conditions of personnel costs set in Section 11.2.1 (a) of the Call for proposals. In particular please note the following :

*“Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used”*

**Q9.** One of the planned activities under the project is the periodic running of a promotional campaign for editorial content published as part of the project. The advertising campaign will enable the dissemination of editorial content, therefore this type of action seems to be an essential element of the project. Our organisation, as an internet portal, has its own space which enables the emission of advertisements on the main page of the portal and on the services included in the portal. The cost of running the promotional campaign on our organisation portal will be documented by an internal note (internal cost of the applicant). Considering the current model of the project budget form, we would like to ask you to recommend in which budget line we should include the above-described cost of the promotional campaign.

**A9.** The types of costs which would result from the activity referred to in your question must be reflected in their respective category. Please refer to section the

eligibility conditions of costs set in Section 11.2. of the Call for proposals. More information can also be found in Article 6.2 of the model grant agreement.

**Q10.** Could you please clarify the description of point "d" of the grant application: "innovative nature of the application".

Does innovation mean the form of communication (materials attractive from the point of view of the recipient) or the content, i.e. showing non-obvious areas of subsidies or real benefits for participants of specific activities? Is this criterion obligatory and its failure to meet may result in not receiving a grant? What is the exact point weight of this parameter?

**A10.** "Innovative character" can refer to the subject matter and/or the communication methods proposed. This element will be taken into consideration for all applications, although a lower mark for this element does not necessarily mean that an application will fail.

**Q11.** Regarding the call for proposals 2021CE16BAT001 (Support for information measures relating to EU Cohesion policy), please clarify what are the requirements (if any) for the beneficiaries of the program, regarding obligations they have regarding the maintenance of activities, after the implementation period of 12 months has passed. Thank you in advance.

**A11.** There are no rules regarding continuation of activities after the implementation period. Please note however that during the evaluation of proposals, points will be awarded for "Possibilities for continuation of the project beyond the requested period of EU support" (as indicated in the last element of the second award criterion under Section 9 of the Call for proposals).

Furthermore please note that beneficiaries must comply with some requirements set in the grant agreement even after the final payment and for certain periods of time. For more information, you may for example refer to Point 6 of the Data sheet of the draft grant agreement.

**Q12.** Our NGO is planning to involve an Office as a partner in the project. Would that be possible under this call? If not, what is the extension to which we could cooperate with them?

What is also worth mentioning is that the person, who we would like to involve as a consultant in the project, is not directly responsible for the implementation of the new EU funds for our region. However, she works for our Office which is actually in charge of the funds.

**A12.** We understand that you are asking the 3 following questions :

1. In the case of a multi-beneficiary application, is it allowed that one of the co-applicant is in charge of the implementation of Cohesion policy in accordance with Article 71 of Regulation (EU) No 2021/1060 of the European Parliament and of the Council of 24 June 2021 ?

As per section 6.1 of the call for proposals, authorities which are in charge of implementing Cohesion policy for the current funding period are not eligible. This applies for mono and multi beneficiaries applications.

2. Can we involve a consultant which would be a natural person working under a contract with the beneficiary other than an employment contract ?

As indicated in section 11.2.1 (a) of the call for proposals :

*“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;”*

3. Would the fact that this consultant is an employee of an office in charge of the implementation of Cohesion policy in accordance with Article 71 of Regulation (EU) No 2021/1060 of the European Parliament and of the Council of 24 June 2021 constitute a situation of conflict of interest ?

Please refer to the first paragraph of Article 12.1 of the draft grant agreement according to which :

*“The beneficiaries must take all measures to prevent any situation where the impartial and objective implementation of the Agreement could be compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect interest (‘conflict of interests’).”*

If the situation to which you refer to corresponds to the above definition, it constitutes a situation conflict of interest.