



EUROPEAN COMMISSION
Employment, Social Affairs and Inclusion DG
Europe 2020: Social Policies
Rights of Persons with Disabilities

Promoting Non-discrimination and Equality
RIGHTS, EQUALITY AND CITIZENSHIP PROGRAMME
(2014-2020)

CALL FOR PROPOSALS
VP/2015/013

Operating Grants for 2016 - Open to EU-level networks active in the area "rights of persons with disabilities" having signed a Framework Partnership Agreement 2015-2017

FREQUENTLY ASKED QUESTIONS (FAQs)

Last update: 15/10/2015

You will find below a list of the most frequently asked questions in relation to this call for proposals.

Please note that the present document aims to complement and clarify the Call for proposals and does not replace it. In the event that there are discrepancies between this document and the Call for proposals, the Call for proposals prevails.

The responses provided in this document are designed to assist applicants and any advice contained therein is without prejudice to any decision of the evaluation committee.

Q1. Who can apply for the call? (answer updated on 18/09/2015)

A1. The Call VP/2015/013 is **only** open to EU-level organisations active in the area of rights of persons with disabilities that have **already signed** a Framework Partnership Agreement 2015-2017 with the European Commission, following the Call JUST/2014/SPOB/OG/NETW.

There will be no new Framework Partnership Agreements under the call VP/2015/013. Therefore, if your organisation has not already signed a Framework Partnership Agreement, it cannot apply.

The list of awarded organisations has been published on Europa:

http://ec.europa.eu/justice/grants1/calls/just_2014_spob_og_netw_en.htm

Q2. Where can I find the mandatory template "Annual work programme 2016"?

A2. The mandatory template "Annual work programme 2016" can be found in the Grant application form, Section E "Annexes", Point E.1 "Detailed work programme".

The Grant application form is available on the Internet Web System SWIM via the Call's webpage:

<http://ec.europa.eu/social/main.jsp?catId=629&langId=en&callId=460&furtherCalls=yes>

Q3. We were advised to submit the call through SWIM. Is it ok to register a new account for this call or do we have to use an existing one used for past calls?

A3. SWIM uses ECAS (European Commission Authentication Service) as unique authentication method. ECAS accounts are meant to be personal, i.e. linked to a particular individual/employee of an organisation applying for the Call. Therefore, depending on who will manage the grant application, you may need to create a new ECAS account, or you may use an existing one.

Q4. If I print out all the forms filled in the SWIM (including annexes), will you accept it as a 'paper' application as well as the verified application through SWIM?

A4. As indicated in the Financial Guidelines for applicants, Point 13 "Procedure: Electronic means of submission – SWIM", the application form must indeed be printed out after electronic submission on SWIM, then signed by the legal representative of the organisation and sent by post to the address specified in the Call for Proposals VP/2015/013, Point 7.2.

Q5. Should we submit the documents under A.1.13, A.1.14 and A.1.15 (legal entity, declaration of honour and financial identification form) with the hard copies or it is not necessary?

A5. As indicated in the Call for Proposals VP/2015/013, Point 8: Check-list of required supporting documents, and in the SWIM application system, the legal entity form, the declaration of honour and the financial identification form are not required for the grant

application. However, if the situation of your organisation has changed since the signature of the Framework Partnership Agreement 2015-2017 signed with the European Commission following the Call JUST/2014/SPOB/OG/NETW, you may send updated documents.

Q6. Following the presentation given during the Grant Management Meeting, I am wondering what is the correct process for subcontracting, since it was said that for everything higher than 1000 € we need to have at least one bid but then the financial guidelines say: 'In principle, only contracts that exceed the threshold of € 5 000 should be included in this annex'. In what document can we find the 1000€ rule?

A6. As indicated in Article II.9.1 of the General Conditions to the Grant Agreement, "Where the implementation of the action requires the procurement of goods, works or services, the beneficiary shall award the contract to the tender offering best value for money or, as appropriate, to the tender offering the lowest price. In doing so, it shall avoid any conflict of interests".

These principles apply whatever the value of the contract. Depending on the value of the contract, this may require the publication of a call for tender, the seeking of several competitive tenders without publication or requesting more than one price estimate. The beneficiary may decide on the appropriate procedure. In any case, the beneficiary must be in a position to prove, if required, that when sub-contracting, an appropriate competitive procedure has been followed in order to obtain the best value for money (or lowest price) and that there has been no conflict of interest.

The "Contracts for implementing the action" is a required document for the application to the Call for Proposals VP/2015/013. This annex is only compulsory when the applicant foresees awarding sub-contracts exceeding 5 000€ in value, and will be taken into account by the evaluation committee of the Call.

Q7. The different categories available (e.g. reproduction and publications/external expertise/other services) make it difficult for me to properly allocate particular budgets:

- 1. Where to allocate a budget for a graphic designer to take care of our activity report's layout?**
- 2. Where to allocate trainer's fees?**
- 3. Where to allocate a budget to subcontract a company to produce a new website?**
- 4. Where to allocate a budget to subcontract a company to edit an awareness-raising video?**
- 5. Could you also tell me which categories to consider as subcontracting costs (so as to calculate the ratio of subcontracting within the total budget)?**

A7. The costs of activities which will not be undertaken by the personnel (see Article 19.2(a) of the General Conditions) of the applicant or co-applicant organisation(s) but will be contracted out to companies or to external persons, should appear under the budget heading "Cost for services". Their recruitment will be subject to the procurement rules.

A full explanation of which costs to put under which budget heading as well as the rules governing procurement can be found in section 3.2.2 of the Financial Guidelines.

Q8. Does hiring a web developer for our website count as 'contracting out implementation work' or is it just a regular cost of running our organisation? It is above 5000 euro per year so I thought to include it in the annex on 'Contracts for implementing the action'.

A8. Please, see the answer to question 7.

Q9. Could you tell me the difference between the category “External expertise” and the category “Other services”?

Could you also clarify if the categories to consider as subcontracting costs are all the categories within the heading “Cost for services” or only some of them (in which case, which ones)?

A9. External expertise contains personal costs. Other services could be any service that you buy from an outside supplier, for example creation of a website, brochures, etc.

All sub-contracting costs should be indicated under the heading "Costs for services".

Q10. I encounter a problem with one part of the SWIM system: the section C.2 (financial resources) of the part C (operational and financial capacity). No question appears here and it is not possible for me to fill anything in. Is there a problem with the system itself?

A10. The field is inactive because the financial and operational capacity was assessed prior to signing the Framework Partnership Agreement.

Q11. Should I mention under the section C.3 under “operating grants” that we have obtained the Framework Partnership Agreement 2015-2017 or is that not needed, in which case I will leave this section empty?

A11. You can fill in section C.3 that you obtained the operating grant for the year 2015. The Framework Partnership Agreement 2015-2017 is framework not the grant in itself, it does not guarantee that you will get the grant automatically.

Q12. It is impossible to write in the indicators' document that is in PDF, can something be done about that or should I just fill in those in handwriting?

A12. The PDF document can be modified. In case, you have problems with, you can print it, fill in manually, scan and upload it in the system.

Q13: In the financial guidelines related to the call VP-2015-013, I read in the staff costs section that the average of workable days per year is 225. In our normal practice and in previous EC grants, we have always considered the average rate of 220 days, including in our budget 2015 and in our triennial budget 2015-2017. Considering that those

budgets, including this year's one are linked, could we use the same average of 220 days in order to facilitate comparison if needed?

A13. As indicated in the financial guidelines, page 7: "The determination of the workable days should be made respecting the standard working time either under national laws, collective agreements or under the organisations' normal accounting practice." The calculation illustrated in the Financial Guidelines (225 days/year) is only an example on how the total workable days per year can be calculated in the estimated budget.

The final payment will be based on real costs and the beneficiary should be able to demonstrate the basis for the calculation of the workable days and daily rates. It is therefore possible that under the respective national law of the beneficiary or their normal accounting practices, the workable days per year amount to 220.