



EUROPEAN COMMISSION  
DG Employment, Social Affairs and Inclusion

Social Affairs  
Disability and Inclusion

## EU PROGRAMME FOR EMPLOYMENT AND SOCIAL INNOVATION ("EaSI")

Call for proposals for the establishment of  
4-years framework partnership agreements to support EU-level  
NGO networks active in the areas of social inclusion and  
poverty reduction or microfinance and social enterprise  
finance  
&  
Operating grants for 2018

### CALL FOR PROPOSALS

VP/2017/015

## FREQUENTLY ASKED QUESTIONS (FAQs)

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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.

## General questions

### **Q.1 What does it mean that the organisation should work on “the demand or supply side of microfinance or social enterprise finance markets”? Could you give an example?**

**A.1** In line with the text of the call for proposals (see section 1.2, letter b), networks active on the supply side of social enterprise finance markets are those supporting social finance providers. In particular they are key in supporting providers of finance to make the best use of instruments available at EU level. Networks active on the demand side of social finance markets are those which enhance cooperation between social enterprise support organisations, i.e. organisations such as incubators or accelerators, which prepare social enterprises to become investments ready.

Similarly, networks active on the supply side of microfinance are those supporting microfinance providers, including by helping them to make the best use of the instruments available at EU level. Networks active on the demand side of microfinance are those which cater to the needs of organisations supporting microenterprises through non-financial support such as mentoring or coaching.

It is important to note that the demand and supply side of these markets are closely linked, therefore applications focussing on both or either sides of the microfinance or social enterprise finance markets are eligible under this call.

## Eligibility Criteria

### **Q.2 Who can apply?**

**A.2** Applicant organisations must be European-level organisations:

- which are properly constituted and registered legal entities established in one of the EaSI participating countries for at least three years, **for area 1**;
- which are properly constituted and registered legal entities established in one of the EaSI participating countries, **for area 2**;
- which are non-governmental, non-profit-making, and independent of industry, commercial and business or other conflicting interests, whose members are mainly non-profit organisations;
- whose mission falls under the objectives and scope of the relevant priorities of this call for proposals, namely:
  - for **area 1**: the fight against social exclusion, the promotion of social inclusion, the promotion of access to employment and the strengthening of social protection;
  - for **area 2**: the demand or supply side of microfinance or social enterprise finance markets;
- which have national member organisations in at least:
  - fifteen (**15**) Member States of the European Union for **area 1**;
  - twelve (**12**) Member States of the European Union for **area 2**;
- which are mandated by their members, through a Management Board or other administrative forum, to represent these members at the EU level and to be responsible for the activities of the network.

### **Q.3 What are the EaSI participating countries?**

**A.3.** The EaSI participating countries currently include:

- the Member States of the European Union
- Iceland and Norway, in accordance with the European Economic Area (EEA) Agreement
- Albania, the Former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey

**Q.4** It is mentioned in the eligibility criteria that, for Area 1, the network should have members in a minimum of 15 Member States of the EU. As the EaSI participating countries include more countries, are those one "assimilated" to Member States in the sense of the previous condition?

**A.4** The 15 countries represented by the members of the network must be Member States of the EU.

**Q.5** Is the call open to single applicants or does it require a consortium?

**A.5** The Call is open only to single applicants (European-level networks of organisations). Consortiums are not eligible.

**Q.6** regarding ineligible activities, in section 6.1.3 last bullet point, it is stipulated that the following is an ineligible expense - "legal actions before national or international courts regardless of their grounds or objectives". Could you please confirm whether this includes human rights litigation before national and international courts such as the European Court of Human Rights and European Committee of Social Rights of the Council of Europe?

**A.6** Any legal action before national or international courts represents an ineligible activity.

**Q.7** We are a UK-based organisation, and our plan is to establish a new legal entity in an EU-27 Member State in early 2018. Is it possible to transfer a FPA to a new legal entity with the same de facto identity (same track record, governance, mission, membership etc.)? Is it possible to apply for the grant with the UK entity then sign the FPA with the new legal entity (having provided the new legal and financial ID forms etc.)?

**A.7** Replying to this question would represent a pre-assessment of the eligibility of the proposal so we cannot give a straight answer on the particular situation. Considering the early stage of the Brexit negotiations, at the moment the Commission cannot formulate any realistic scenarios. Therefore, organisations and work programmes will be evaluated as they are at the moment of applying for the FPA against the criteria stated in the call for proposals. Once Brexit conditions will come into force, the potential FPA with British beneficiaries may be reconsidered and assessed and decisions may be taken on the basis of Article II.17.2.2 of the General Conditions to the Framework Partnership Agreement.

**Q.8** Under section 6.1.1 "Eligibility of applicants", letter b), the call mentions that "to be eligible, applicant organisations must be European-level organisations ... whose

**members are mainly non-profit organisations". What is the meaning of "mainly non-profit organisations"?**

**A.8** The meaning is that more than 50% of the members should be "non-profit organisations". For the purpose of this call, non-profit organisations also include social enterprises as defined in the EaSI Regulation (EU) No 1296/2013 regulation, art. 2, point 1.

### **Selection Criteria**

**Q.9 Regarding the operational capacity, is it enough to just list the main projects managed by some of our members or would it make sense to provide a "commitment letter" from one of them which will "guarantee" the "operational capacity" of our network?**

**A.9** It is the operational capacity of the applicant that will be assessed during the selection process.

For area 1, applicants must have carried out projects relating to the subject of the call. They must provide as supporting document a list of the main relevant projects carried out within the last three years.

For area 2, applicants must have carried out projects relating to the subject of the call. In the case of newly-established organisations with no prior projects, the structure of the network must instead foresee a mechanism (e.g. recruitment strategy) to transfer members' competences to the network organisation. Applicants must provide as supporting document a list of the most recent relevant projects. In the case of newly-established organisations, applicants can provide instead a description of the competences to be transferred from the members to the network organisation and the mechanism through which this will be done.

The other compulsory documents to submit are, for both areas:

- the CVs of the proposed person(s) in charge of coordination and of the persons who will perform the main tasks (for area 2, can be replaced by recruitment plan for newly-established organisations);
- declaration on honour signed by the legal representative, including operational capacity to carry out the activity.

"Commitment letters" from members of the networks guaranteeing the operational capacity of the network are therefore not required.

### **Financial issues**

**Q.10 Section 4.2.2.1 (staff costs) of the Financial Guide defines eligible staff costs as "the costs of staff working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the implementation of the work programme" Could you please clarify what would be considered as an "appointing act"?**

**Q.10 bis Could you clarify the meaning of "fully dedicated to the project"?**

**A.10** As an example, an appointing act may be used instead of an employment contract for civil servants employed by national authorities. An appointing act could also be a contract appointing a self-employed fully dedicated to the project and working inside the premises of

the beneficiary (any self-employed not working inside the premises or who is not employed for the duration of the project is considered as subcontractor under Heading 3).

**A.10 bis** "fully dedicated to the project" means that the person works full time on the project; if self-employed it should be considered as a supplier and be posted under heading 3.

**Q.11a. Could costs for staff formally employed by one of the members (or by one of the members' fully owned company) of the network, but assigned to the implementation of the activities of the network, be eligible?**

**A.11a.** Costs must be actually incurred by the beneficiary to be considered eligible, i.e. the costs must have generated a debt to be paid directly by the entity which is party to the grant agreement with the Commission. Therefore, the network (the beneficiary) cannot claim costs of staff formally employed by one of its members.

The following categories of costs are eligible direct costs, provided that they satisfy with the conditions of eligibility set out in Article II.19.1 of the General Conditions of the Grant Agreement, as well as the following conditions:

- a. the costs of personnel working under an employment contract with the partner or an equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the partner's usual policy on remuneration; those costs may also include 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;
- b. The costs of natural persons working under a contract with the partner other than an employment contract may be assimilated to such costs of personnel, provided that the following conditions are fulfilled:
  - (i) the natural person works under the instructions of the partner and, unless otherwise agreed with the partner, in the premises of the partner;
  - (ii) the result of the work belongs to the partner; and
  - (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the partner;

**Q.11b. Is personnel seconded by a third party/company to the beneficiary considered eligible as staff cost?**

A secondment is a temporary transfer of a person from his regular position to another position for a certain period of time. It may take place from or to the public or private sector. Costs may be included under personnel costs if the above mentioned conditions (i, ii, iii under A.11a) are fulfilled.

A natural person (individual) can be assigned to the action also on the bases of amongst others a secondment to the beneficiary against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, provided that above mentioned conditions (i, ii, iii under A.11a) are fulfilled.

**Q.12 At page 16 of the Call for Proposal, the available budget mentioned in section 7.1.1 refers to the budget available for the all 4 years partnership or just for the annual 2018 budget?**

**A.12** The indicative budgets mentioned in section 7.1.1 are available for the 2018 annual operating grants. There is no allocation of funds covering the full period 2018-2021.

**Q.13 Can members of a network be considered as "third parties"?**

**A.13.** Yes. By their nature, Framework Partnership Agreements and operational grants are always mono beneficiary, supporting the work programme of only one organisation.

**Q.14 What is the VAT regime for the invoices from persons who work under conditions similar to those of an employee? Is there an EU exemption regime applicable in such case or not?**

**A.14** Value added tax (VAT) is considered as eligible where it is not recoverable under the applicable national VAT legislation and is paid by a beneficiary other than a non-taxable person as defined in the first subparagraph of Article 13(1) of Directive 2006/112/EC10 on the common system of value added tax.

**Q.15 Does the budget template refer to 2018 only?**

**A.15** Indeed, the budget that you have to fill in the SWIM application form is for 2018 only. Applicants are also asked to provide a rough budget forecast for the period 2018-2021 in the 4-year strategic plan.

**Q.16 What are indirect eligible costs?**

**A.16** Indirect eligible costs represent the "overheads", ie structural and support costs of an administrative, technical or logistical nature (for instance: rent, utility bills etc.). In the case of an operating grant, overheads are not eligible as indirect costs as they are already taken into account in the administrative costs.

**Q.17 What are the non-eligible costs?**

**A.17** Consult the Financial Guidelines, Section 4.2.4, for more information. The Financial Guidelines are available on the Call's webpage.

**Q.18 What kind of costs is eligible under the "Costs of services" heading?**

**A.18** Consult the Financial Guidelines, Section 4.2.2.3, for detailed information about the types of costs of services. The Financial Guidelines are available on the Call's webpage.

**Q.19 Under the section 'ineligible costs' (section 6.1.2) the following is mentioned with regards to the scholarships :ineligible are sponsorships/scholarships to individuals for their participation in workshops, seminars, conferences, congresses, training courses, etc.. Doest it mean that scholarships are not eligible? Or is the ineligible cost only with regards to our own team-members (in case we would send them to trainings and conferences...)?**

**A.19** Ineligibility of sponsorships/scholarships to individuals for their participation in workshops, seminars, conferences, congresses, training courses etc... mean that it is not allowed to pay fees to participants to events or activities organised in the frame of the grant. Travel, subsistence and catering are eligible costs but not payment of fees to “reward” participation to activities.

**Q.20** Category 4 of activities as mentioned in the templates for area 1 refer to network organisation and management which includes activities on staff and HR policy as well as fundraising activities . Would the following activities be eligible? Staff training that would make staff more effective in achieving goals related to the application/programme (e.g. attending a training programme on EU funds); staff time for the revision of human resources policy; staff time for the implementation of a sponsorship or advertising strategy; staff time and DSA for meetings about the revision of a membership fee package (to make the network as attractive as possible to new members); staff time and DSA for meeting/liaising with members to discuss their needs and interests?

**A.20** As a general rule, in order to ensure equal treatment of applicants, the Commission is not allowed to give any prior opinion on the eligibility of any applicant, action or activities. Applicants are invited to refer to the call for proposals, notably section 2.2 "Description of the types of activities/actions to be funded" which states notably: "...the development, operation and maintenance of systems and tools using information and communication technologies, development of web pages or a helpdesk for members."  
Section 6.1.3. "Ineligible activities" provides as well information about ineligible activities. Moreover, the present call aims at awarding applicants (who will be first selected for a FPA) an annual operating grant. In this respect, Section 7 of the call for proposals states that "The grants will fund operating costs and those activities of the network...". Operating costs refer by their nature to management activities supporting the operations of the network.

**Q.21** Are activity and staff costs incurred by our members, which are relevant for the implementation of the work programme, eligible? (e.g. workshops held on national level) Is it eligible if we subcontract one of our members as an expert to fulfil a specific part of the work programme?

**A.21** For staff costs please refer to Answer 11 above. Activities costs or costs of services, as well as "subcontracting of tasks forming part of the work programme" are explained in para 4.2.2.3 of the Financial Guidelines.

**Q.22** National/regional member organisations will be able to incur eligible costs for the action covered by the grant, bearing in mind that:

- They are clearly identified as members of the applicant network (they appear in the compulsory list of members included in the annual report and approved by the Board and General Assembly, their annual membership fees appear in the audited accounts and balance sheet);
- They abide by the rules applicable under the grant agreement with regard to eligibility of costs; and
- They will directly contribute to the implementation of the action described in the 4-year and annual work programmes.

**Staff costs incurred by national/regional member organisations for their contribution to the preparation and implementation of the in-country activities listed in the work**

**programme can be budgeted and reported as part of the network's financial contribution to the total annual budget for the action (i.e. co-financing), provided that these contributions will be clearly defined in signed Memorandums of Understanding and Timesheets?**

**A.22** Please refer to Answer 21 above.

**Q.23** Some of our members, and applicants, cannot afford the payment of annual fees. Would it be possible to consider the "unpaid fees" an eligible cost?

**A.23** Annual membership fees are considered as an income for the organisation; missing membership fees cannot be considered as an eligible costs.

### **Administrative issues and procedures**

**Q.24** In the SWIM application form, section "C3.1 - Previous Action Grants", the last column " Amount of the grant (in EUR)" refers to the amount granted for the whole consortium involved in the action or just the budget received by the single applicant?

**A.24** The last column should indicate only the amount received by the applicant to the Call, and not to the total amount of the action grant.

**Q.25** Must the applicants submit, together with the other documents, a letter of commitment? Where is the template for the letter of commitment?

**A.25** As stated at page 17 of the Call and at point 4 of the checklist, in case a third party is providing cash contribution to the implementation of the action, a letter of commitment must be provided. The template is available in SWIM in Section B.1 – Third parties.

**Q.26** In the Strategic Plan 2018-2021 form available in section E.4 of SWIMM application, it is mentioned the following:

*"1.2. The applicant organisation and the network it represents (max. 5000 characters with spaces)*

*Provide a short introduction of your organisation and the network it represents. Describe its legal status, its vision, mission and values, and highlight the main objectives and activities.*

*Note: This part should be identical to the Point "Main objectives and activities" in the section "Operational and financial capacity" of the SWIM grant application form."*

**But in the SWIM grant application form, section C.1.1. "Main objectives and activities" allows a 10.000 characters (not 5.000). Which number of characters is correct?**

**A.26** The description should be limited to 5.000 as indicated in the Strategic Plan 2018-2021 form made available in section E.4 of SWIMM application.

**Q.27** Do we need to fill in two Declarations on honour, one for the action and one for the 2018 work programme?

**A.27** Applicants should fill only one declaration on honour.

**Q.28 Regarding the Declaration on honour: if the undersigned is a natural individual representing the legal entity, should the 2 parts of the first table be filled in?**

**A.28** If the undersigned represents an entity (not representing himself/herself), only the part on the right of the first table must be filled in.

**Q.29 How is the section D3 “Short summary of the action” of the SWIM application form different from Part 1.1 “Short summary of the action” of the 4-year strategic plan?**

**A.29** As clearly indicated in the template for the 4-year strategic plan, Part 1.1 should be identical to the Point "Short summary of the action" of the SWIM grant application form. Applicants can therefore copy/paste the same information in both parts.

**Q.30 In the Part B of the “Template for the 4-Year strategic plan”, do the Call's priorities refer to Part 2.1 "Objectives and priorities" of the Call for Proposals?**

**A.30** Indeed, the Call priorities are outlined in Part 2.1 of the Call for Proposals. Some of the priorities are common to Area 1 and 2, and some are specific. The 4-Year strategic plan should clearly show the link between the planned activities and the Call's priorities.

**Q.31 In the Part B of the 4-Year strategic plan", is it expected to fill in with “X” , when applicable, the column Timeframe” ?**

**A.31** Indeed, please indicate with an "X" the year(s) when an activity is planned to be implemented.

**Q.32 While filling in the application documents, can we provide bullet point answers or do we need to make sentences?**

**A.32** There is no obligation to make sentences. We advise you to write in an easily understandable way, and to clearly highlight your main arguments. Moreover, we ask applicants to respect the sign limits indicated in each section. It is in your interest to keep your text as concise as possible, and to avoid unnecessarily long proposals.

**Q.33 Where can one find the template to use for the strategic plan and the annual work programmes for area 1?**

**A.33** As stated on the Europa page of the call for proposals, applications for Area 1 "Social inclusion and poverty reduction" are not concerned by the corrigendum and can continue to use the existing templates for the strategic plan and the annual work programmes which are available in the SWIM application.

**Q.34 Co-Financing Rate. Under this call for proposals, the EU grant may not exceed 80% of the total eligible costs of the action. The applicants must guarantee their co-financing of the remaining amount covered by the applicants' own resources or from other sources other than the European Union budget.**

**Footnote: Letters of commitment are required and any third party providing financial contributions to the eligible costs of the action (for further details see section 10, checklist point 5).**

**Co-financing comes either from the applicant organisation or third parties. Letters of commitment are requested either way, if your own organisation puts up the funding, the organisation needs to provide a letter of commitment.**

**A.34** As stated in the call for proposals (see check list point 4), letters of commitment are only requested for third parties, not for the applicant organisation. This document is aimed at proving the co-financing.

**Q.35** If an applicant organisation is receiving a funding from a third party equivalent to € X , and if this third party is funded by the EU commission up to 50%, then the amount that the applicant organisation can consider as part of the "20% co-funding" of the action from this specific amount is 50% of it?

**A.35** The principle of non-cumulative award (no double financing) must be respected. Art 129 of Financial Regulation states notably that each action may give rise to the award of only one grant from the budget to one beneficiary and in no circumstances shall the same costs be financed twice.

We are in the context of an operating grant which normally will cover all the activities over the budgetary year in question.

**Q. 36** The Template for the 4-year Strategic Plan for Area 2 and the template for the Annual Work Programme for Area 2 are not entirely editable. Are there Word format documents available for these templates? Where can they be found?

**A. 36** The two templates for Area 2 are now available also in Word format. The links to the documents can be found on the webpage of the call, in the "Details" section.

**Q. 36 bis** As regards The Template for the 4-year Strategic Plan for Area 2, Part B, does the strategic objective refer to the strategic objective of the network? And should we list individual activities under each objective in the table or all the activities addressing certain objective (provide list of activities corresponding to particular objective)?

**A.36 bis** The strategic objectives refer to the objectives of the applicant organisations. They can be included in the strategic plan as long as they are linked to one or more of the four objectives listed in the call for proposals under Section 2.1, point b). There is no rule on how activities should be presented. If several activities correspond to one strategic objective, we recommend to list all activities and their respective timeframe for implementation in correspondence to the objective they are addressing. For the sake of clarity, we recommend to separate these activities by adding them on a different row and indicating a timeframe for the implementation of each activity.

**Q. 37** Could you tell me if a subscription to a web-based programme for a web-based help desk/database on issues relevant to the call would be eligible for funding if its use was justified?

Could you tell me if an activity relating to social enterprise under area one could be eligible if it clearly related to the objectives and priorities of area one?

**A.37** Replying to these questions would represent a pre-assessment of the eligibility of the proposal.

In order to ensure equal treatment of applicants, the Commission is not allowed to give any prior opinion on the eligibility of any applicant, actions nor activities.

Please refer however to the call for proposals document, notably to sections 2.1 and 2.2 which provide information about priorities and activities deemed relevant.

Refer also to section 4.2.1 "General criteria for eligibility of costs" in the Financial Guidelines, which states notably the following:

In order to be eligible for EU funding, costs must meet the following criteria:

- a) be incurred by the beneficiary during the duration of the work programme, with the exception of costs relating to final reports and audit certificates;
- b) be indicated in the estimated overall budget attached to the grant agreement;
- c) be necessary for the implementation of the work programme which is the subject of the grant;
- d) be identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;
- e) comply with the requirements of applicable tax and social legislation;
- f) be reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency.

Please check also Section 4.2.2 "Eligible direct costs" which states that "The eligible direct costs are those costs which... are identifiable as specific costs directly linked to the performance of the work programme and which can therefore be attributed to it directly.

**Q.38 I would like to inquire whether the costs for the position of a coordinator working for a group of networks and international organisations could be eligible in this call for proposals and whether – should this be the case – it would be recommendable to spread the costs for the position among the different organisations-members of the group applying for the call or whether one member could include the full budget for the position in his own application.**

**A.38** The principle of non-cumulative award (no double EU funding - Art. 129 of Financial Regulation) must be respected. The article states notably that each action may give rise to the award of only one grant to one beneficiary and in no circumstances shall the same costs be financed twice.

Concerning the eligibility and earmarking of the costs (among one or several beneficiaries), section 4.2.2 of the Financial Guidelines states that "The eligible direct costs are those costs which, (...), are identifiable as specific costs directly linked to the performance of the work programme and which can therefore be attributed to it directly".

So, to be eligible, the costs must be identifiable and directly linked to the work programme of the beneficiary. As a consequence, in the case the costs as referred in the present question relate to actions/activities of different beneficiaries, it is recommended to spread these costs among each beneficiary on a pro rata basis bearing in mind that each cost must be directly linked to each beneficiary's work programme.

With regard to the nature of the costs, depending on the contractual link (from a legal point of view) between the above-mentioned coordinator and the other organisations, these costs will

either be considered as staff costs or costs of services. Under no circumstance, a same cost can be split up in different headings.

For this, please refer to sections 4.2.2.1 "Staff costs" and 4.2.2.3 "Costs of services" of the Financial Guidelines.

As a reminder, section 4.2.2.1 outlines the conditions to be fulfilled to consider "Staff costs" as eligible, which are notably:

- (i) the natural person works under the instructions of the beneficiary and, unless otherwise agreed with the beneficiary, in the premises of the beneficiary;
- (ii) the result of the work belongs to the beneficiary.
- (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary.

The same section states the following:

"Conversely, the cost of any work to be performed by external experts must not be included in staff costs but under services (see Heading 3)".

**Q.39 With regard to Section 3 of the Financial Guidelines (on page 5), 3rd bullet point states that "contributions in kind (i.e. contributions for which no financial flow can be traced in the written accounts like unpaid charity work by a private individual or corporate body, etc.) cannot be accepted".**

**Does "financial flow" mean that money has to be transferred (e.g. an actual bank payment or receipt) or does reflection in the written accounts of an income and expenditure for members' time satisfy the requirement? Our audited accounts always show this as an income and expenditure but no funds ever actually move. We can put this 'time cost' into the accounts on a regular basis, for example, monthly or by activity. The same paragraph refers to 'unpaid charity work'. Members contributing time to various events are not paid by our organisation but they are still being paid by their employers and their attendance at these events forms part of their job specification, for instance, this is part of their training. Their time contribution is, therefore, unpaid although it is not paid for by our organisation. Is this significant? Without the involvement of these members, the various activities and events that we organize, thanks to the Commission funding, could not take place, hence one could argue that there would be no point to them without member involvement.**

**A.39** Financial flow refers to any actual documented fund transfer by mean of supporting documents e.g. bank excerpts, receipts.

Contributions for which financial flows cannot be identified by mean of supporting documents will be considered as contributions in kind.

**Q.40 Under section 7.1.2 "Co-financing rate", and point 4 of the checklist, it is referred to a letter of commitment to be provided in case of third party financial contribution to the eligible costs of the action. Where is the template of the Letter of commitment located in SWIM application?**

**A.40** The Letter of commitment in SWIM application can be found under section B. "Third Parties", sub-section "B.1.8 Letters of commitment (as specified in the call)".

To be noted that the footnote n°18 relating to the letter of commitment on page 17 of the call for proposals is incorrect. The footnote makes reference to checklist point 5 whereas the correct reference is checklist point 4.

**Q.41 - In SWIM C.1.2 "Experience of similar projects" it is stated "Describe projects managed by each applicant organisation over the past 3 years in the fields covered by this application taking care to identify for each project the objectives, location, results, the organisation's role and degree of involvement, cost, etc." Max. 10000 characters. [For area 1, applicants must have carried out projects relating to the subject of the call. They must provide as supporting document a list of the main relevant projects carried out within the last three years.]"**

**Does this list need to contain as well our previous EaSI FPA/grants 2014-2017? Or only projects other than EaSI FPA/operating grant?**

**A.41** Applicants are allowed to list all projects deemed similar to the fields covered by the present call for proposals; this can include previous EaSI projects.

**Q.42 It is stated in the call, section 2.4 "Monitoring" that "[...] beneficiaries must foresee the necessary funding for monitoring and reporting to the Commission." Could you please clarify the need for an annual external evaluation?**

**A.42** Section 2.4 refers to monitoring and reporting; it notably states that "(...) beneficiaries will have to transmit qualitative and quantitative monitoring data on the results of the activities".

It is up to each applicant to decide how to issue data and carry out related monitoring, e.g. by way of internal tasks/activities, or through other means.

As a reminder, the Commission is not allowed to give any prior opinion on the way or methodology to be used to achieve the priorities and objectives and to reach the expected results. This will be assessed with regard to the award criteria as set in the call for proposals.

**Q.43a. Section C.1.2. - Describe projects managed by each applicant organisation over the past 3 years in the fields covered by this application taking care to identify for each project the objectives, location, results, the organisation's role and degree of involvement, cost, etc...**

**Regarding the projects carried out by the applicant relating to the subject of the call, must the applicant also provide information on projects where it acts as a partner organisations and not leader of the project?**

Similar question: **For the FPA: In the online form, under the Operating and Financial capacity tab, under C.3.1 Previous action grants and under C.3.2. Action Grant applications in the current year: Do we understand correctly that we can only include the grants received by us, the applicant organisation? Do I understand that we cannot include grants in which we were part of a Consortium, but in which we were not the main applicant organization**

**A.43a.** Applicants are allowed to list both kind of project (as leader and also as partner).

**Q. 43b. In the case this is allowed, in the SWIMM application, the field 'applicant organization doesn't allow indicating the role (leader or partner) as it is automatically pre-filled with applicant's name.**

**A.43 b.** In the case of projects where applicants were partner, the name of their organisation can "automatically" appear in the field but they have to indicate in the descriptive part that they were partner and not leader.

**Q. 44.** In part B. of the template for the strategic plan "Description of the strategic Objective & key activities as well as in the Annual Work Programme, you ask to mention the call's priorities reached or the link to the call's priorities respectively. It is understood that this refers to the priorities of the call under 2.1, however at the information meeting, it was mentioned that applicants should not so much indicate the priority, but the specific objective(s) the activity refers to. Can you please confirm this?

As said during the information session, applicants can either refer to the priorities or to the objectives; up to them to consider which is the most relevant in terms of relevance and clarity. For the sake of precision, when deemed possible, applicants are encouraged to refer to objectives as they are more detailed.

**Q. 45.** Which format should be provided with regard to content in D.7. Workplan: should this be a table, or can this be a table, or does it have to be a text, or alternatively can it be a combination of text and table?

There is no specification with regard to the format of the workplan. Applicants can use a table, a text, or a mixed of these formats.