



EUROPEAN COMMISSION  
Employment, Social Affairs and Inclusion DG  
Social Affairs  
**Social Investment Strategy**

Call for proposals on social innovation  
*Establishing and testing integrated interventions  
aimed at supporting people in (the most) vulnerable situations*

EaSI

PROGRESS AXIS

*Budget heading 2020\_04.030201\_78*

# FREQUENTLY ASKED QUESTIONS

## (FAQ)

### VP/2020/003

**Disclaimer:** *"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. Any requests or replies do not constitute any ground to claim any expectation concerning the selection of the proposal or the award of the grant."*

**As mentioned in chapter 16 ‘Communication’ of the Call,**

**“To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”.**

**1. What is the main purpose of this Call for proposals?**

*ANSWER: See section 1.4 of the Call:*

*“This call for proposals aims to support existing or new partnerships (see section 6.1) in testing innovative approaches supporting in particular the delivery of Principle 14 of the European Pillar of Social Rights.*

*This multi-stakeholder innovative approach integrates three strands: 1) the provision of adequate minimum income benefits; 2) activation services supporting the access to employment and 3) effective access to enabling goods and services.*

*Effective coordination between the local, regional and national authorities, as well as cooperation with all relevant stakeholders, such as social partners, non-governmental organisations and service providers is crucial.*

*This call supports policy innovations and experimentations implemented at a small scale and within conditions that enable their impact to be measured, prior to being replicated on a larger scale if the results prove convincing. This allows policymakers and service providers to gather robust evidence on the effects of a given policy innovation, and to determine what does and does not work.*

*Producing objective empirical evidence on the impact/outcomes of a social policy innovation is important in view of taking decisions on whether or not to pursue or scale up these policies either through the ESF+ or from other sources.”*

**2. What are the objectives of this Call for proposals?**

*ANSWER: See section 2.1 of the Call:*

*“The call will support innovative and experimental local/regional-level projects aimed at putting in place comprehensive strategies, mechanisms and services ensuring a holistic approach to support people in (the most) vulnerable situations.*

*The projects are expected to carry on the notion of the active inclusion approach reflected by the Pillar principle 14 on minimum income and provide for the integrated delivery of the three strands: such as the combination of adequate income support provision with [labour market] activation and effective access to enabling goods and services in an integrated way.*

*The aim is to establish and enhance cooperation among various organisations (authorities and non-governmental organisations) (a) providing cash benefits, (b) delivering personalised social services and other general services and (c) providing labour market activation measures and to test its implementation. Examples of these organisations are: governmental entities, including central, regional or local municipal departments, public and private employment offices, public social services, private and non-for-profit social service providers. Examples for benefit and service provisions include: various social assistance schemes such as minimum income, family and childcare benefits, disability benefits, etc.; social services such as childcare, long-term care, housing schemes; targeted social services, such as advise and counselling, crisis centres, family protection services, services for persons with disabilities and chronic illnesses, services for victims of domestic violence, services for ex-offenders; labour market related services; other services of general interest, such as education, healthcare and essential services.*

*In line with the active inclusion approach, Principle 14 of the Pillar states that everyone lacking sufficient resources has the right to adequate minimum income benefits ensuring a life in dignity at all stages of life, and effective access to enabling goods and services. For those who can work, minimum income benefits should be combined with incentives to (re)integrate into the labour market. The effective delivery of this principle calls for an integrated approach, combining adequate income support, inclusive labour markets and access to quality services (as described above). EU Member States have been undertaking reforms aimed at introducing or enhancing such integrated support; nevertheless, there is still room for improvement or for testing new innovative solutions in terms of the depth and breadth of the integrated interventions. Delivery on the ground can be especially challenging, therefore innovative approaches should provide a boost for stepping up its effectiveness. While access to minimum income benefit is considered as an individual right, the composition and the need of the household is to be taken into account, thus it requires a multi-dimensional, multi-stakeholder approach that encompasses a wide range of policies.*

*Access to services comprises a broad range of different services, from general services such as health and education, to social services and essential services. Social services comprise mainstream and personal targeted services. Mainstream social services respond to the dependency needs (such as young or old age or disability) and provide universal care. Personal targeted social services are typically needs-based services supporting social inclusion and eventual labour market integration. They help with the caring obligations, disability and chronic illness, crises, skills for the labour market, social exclusion and other ad hoc problems, such as indebtedness. Essential services, on the other hand, are those fulfilling basic needs, such as energy, water, sanitation, transport, banking and digital services. While some of these services could be delivered in an integrated way, ensuring access to the others is a key element of the integrated approaches .*

*The Call aims to allow social experimentation with the view to increase the effectiveness, coverage and impact of the integrated approaches and does not focus on a particular single mechanism integrating the three strands of active inclusion.”*

### **3. What is the submission deadline for this Call for proposals?**

*ANSWER: See section 3 “Timetable” of the Call:*

*The deadline for the submission of your application is 15/10/2020.*

### **4. How to submit my application?**

*ANSWER: See section 5 “Admissibility requirements” of the Call:*

- *Applications must be sent no later than the deadline for submission referred to in section 3.*
- *Applications (meaning the application form, including the budget, the description of the action and work plan) must be submitted using the electronic submission system available at <https://webgate.ec.europa.eu/swim> and by sending a signed, printed version of the complete application form (including all documents specified in the check-list) by post or courier service (one original dossier and one copy; see section 15).*

*Failure to comply with any of the above requirements may lead to the rejection of the application.*

*Only one proposal shall be submitted by one applicant, in order to ensure diversity. Applicants are encouraged to submit their project proposal in English, in order to facilitate the treatment of the proposals and speed up the evaluation process. It should be noted, however, that proposals submitted in any of the official languages of the EU will be accepted. In this case, applications should be accompanied by an executive summary in English (see checklist, point 3).*

### **5. In what form does it need to be submitted?**

*ANSWER: See section 15 “Procedure for the submission of proposals” of the Call:*

The procedure to submit proposals electronically is specified in point 13 of the "Financial Guidelines for Applicants". Before starting, please read carefully the SWIM user manual:

[http://ec.europa.eu/employment\\_social/calls/pdf/swim\\_manual\\_en.pdf](http://ec.europa.eu/employment_social/calls/pdf/swim_manual_en.pdf)

Once the application form is filled in, applicants must submit it both electronically and in hard copy, by the deadline set in the timetable (see section 3).

The SWIM electronic application form is available until 24:00 (Brussels time) on the day of the submission deadline. Since the applicants must first submit the form electronically, and then print, blue ink sign and send it by post service or hand delivery by the submission deadline, it is the applicant's responsibility to ensure that the appropriate postal or courier services are locally available on the day of the deadline.

The hard copy of the proposal must be duly blue ink signed and sent in one original, including all documents listed in section 17, by the deadline set in section 3(c), either by registered post, express courier service or hand delivery.

Address for registered post or express courier service: The hard copy of the proposal must be duly signed and sent in 2 copies (one marked "original" and one marked "copy"), including all documents listed in section 15, by the deadline (the postmark or the express courier receipt date serving as proof) to the following address:

European Commission  
**(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)**  
Call for proposals VP/2020/003 – DG EMPL.C1  
J-27 – 01/120  
B-1049 Bruxelles – BELGIUM

Evidence of posting or express courier deposit slip must be kept as it could be requested by the European Commission in cases of doubt regarding the date of submission.

a) registered post evidence: postmark

b) express courier service evidence: deposit slip of express courier service

Hand-delivered proposals must be received by the European Commission by 16.00 (Brussels time) of the date indicated in the timetable (see section 3) at the following address:

European Commission  
Service central de réception du courrier  
**(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)**  
Call for proposals VP/2020/003 – DG EMPL.C1  
Avenue du Bourget, 1  
B-1140 Evere

At that time, the European Commission's Central Mail Service will provide a signed and dated proof of receipt which must be conserved as evidence of delivery.

Additional documents sent by post, by fax or by electronic mail after the deadlines mentioned above will not be considered for evaluation unless explicitly requested in writing by the European Commission.

The applicant's attention is also drawn to the fact that incomplete or unsigned forms, hand-written forms and those sent by fax or e-mail will not be accepted.

## **6. How can I find the compulsory forms in the SWIM online application?**

**ANSWER:**

**a) ECAS password :**

- Before you create a grant application in SWIM, you need to log on with your personal ECAS account.
- Should you not have any ECAS account yet, after you click on the "Apply now", click on "Sign Up" and follow the instructions to create your own ECAS account.

- You also can find information through the following link “How to create an ECAS password” available in all languages [http://ec.europa.eu/visits/documents/ecas-step-by-step\\_bu.pdf](http://ec.europa.eu/visits/documents/ecas-step-by-step_bu.pdf)

Once you have the ECAS account, you will be able to see “Create new application” button after you click “Apply now” via the link: <https://webgate.ec.europa.eu/swim/external/displayWelcome.do>

Please note that the form is available in English, French and German.

- b) **For more detailed step-by-step instructions see SWIM user manual:**
- in French : [http://ec.europa.eu/employment\\_social/calls/pdf/swim\\_manual\\_fr.pdf](http://ec.europa.eu/employment_social/calls/pdf/swim_manual_fr.pdf)
  - in English : [http://ec.europa.eu/employment\\_social/calls/pdf/swim\\_manual\\_en.pdf](http://ec.europa.eu/employment_social/calls/pdf/swim_manual_en.pdf)
  - in German : [http://ec.europa.eu/employment\\_social/calls/pdf/swim\\_manual\\_de.pdf](http://ec.europa.eu/employment_social/calls/pdf/swim_manual_de.pdf)
- c) **The forms can be uploaded from the online SWIM application in**
- section A for lead-applicant (declaration of honour),
  - section B for co-applicants (declaration of honour, letters of mandate)
  - section E for annexes etc.
- d) **Should you still have a problem, please send a mail to:**  
[empl-swim-support@ec.europa.eu](mailto:empl-swim-support@ec.europa.eu)

## **7. Are applicants allowed to submit more than one application or to be involved in more than one project?**

**ANSWER:** See section 5 “Admissibility requirements” of the Call:

*“Only one proposal shall be submitted by one applicant, in order to ensure diversity.”*

## **8. Which countries are eligible to participate in the Call?**

**ANSWER:** See section 6.1. of the Call:

### **a) Place of establishment**

*Legal entities properly established and registered in the following countries are eligible as applicants:*

- EU Member States;
- Iceland, Norway and Lichtenstein in accordance with the EEA Agreement;
- Albania, Republic of North Macedonia, Montenegro, Serbia and Turkey.

*Bearing in mind the need for a balanced geographical coverage in this call, a maximum of 2 projects proposed by lead applicants from the same country can be selected for funding.*

## **9. Is trans-nationality required? Is there a minimum number of countries to be involved in the project?**

**ANSWER:** See section Section 2.2(5) “Transnational cooperation” of the Call:

*This set of actions will play a particular role as it aims at the fostering of knowledge- and experience- sharing between the different EaSI Participating Countries including: surveys, data collection, development of guidelines and practical tools, seminars and peer reviews.*

*Each project beneficiary will be expected to organise at least one experience sharing event with the other beneficiaries of this call, as well as at least two study trips to other similar structures/cooperation mechanisms already in place in other EaSI Participating Countries (here specific attention should be paid to a wide geographical coverage).*

*The projects should aim at proposing a wider coverage of EaSI Participating Countries.*

*Please note that – due to the uncertainties – the meetings might have to take place through web-streaming (subject to an agreement of the European Commission).*

Moreover, under section “9 – Award criteria” the Call mentions  
“The transnational element, i.e. the knowledge-sharing activity to other EaSI Participating Countries resulting in a wide geographical coverage will also be assessed here.”

## **10. What are the eligibility criteria?**

*ANSWER : See the following sections of the Call:*

- 6. “Eligibility criteria”
- 10.1 “Assessment of the eligibility and exclusion criteria”

## **11. Which legal entities are eligible to participate in the Call?**

*ANSWER : See section 6.1.b of the Call (type of entities):*

*To be eligible, the lead applicant and co-applicants must be one of the following:*

- *public authority or public agency expressly mandated in writing by the competent public authorities to assume responsibility for the implementation of the action;*
- *non-profit organisation (private or public);*
- *research centres / institutes / higher education establishments;*
- *civil society organisations;*
- *social partner organisation at European, national or regional level (in application of Article 197 2. I of the Financial Regulation, social partner organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met ).*

## **12. Is there a list/platform of potential partners?**

*ANSWER: No, such a list/platform does **not** exist.*

## **13. In what cases is an external audit report required?**

*ANSWER: See the following sections of the Call:*

- *8.1 “Financial capacity”: “For grants exceeding EUR 750 000, an audit report produced by an approved external auditor certifying the accounts for the last 2 financial years available where such an audit report is available or whenever a statutory audit report is required by Union or national law (see checklist point 15).”*
- *Section 17, checklist point 15: “For grants of EUR 750 000 or more per applicant or affiliated entity, an audit report produced by an approved external auditor certifying the accounts for the last financial year available, where such an audit report is available or whenever a statutory audit report is required by Union or national law.  
If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorized representative certifying the validity of its accounts for the last financial year available.  
In case of a consortium, the threshold applies to each co-applicant in line with their share of the action budget. Applicants are encouraged to submit the document in English.”*

## **14. What is the budget available? What is the co-financing rate?**

*ANSWER: See section 4.1. of the Call:*

*“The total budget earmarked for the EU co-financing of projects under this call is estimated at 10 000 000 EUR.*

*The Commission expects to fund around 8 proposals.*

*The Commission reserves the right not to distribute all the funds available.*

*The Commission reserves the right to increase the amount of the funds in case of available funds and distribute them to proposals admitted in the reserve list, if any. This top-up of the budget is limited to 20% of the initial budget of the call”*

**15. Must the declaration on honour be completed only by the lead applicant or also by each co-applicant?**

*ANSWER: See section 7 of the Call “Exclusion criteria”:*

*"The applicants (lead applicant and each co-applicant) must sign a declaration on their honour signed in their name, certifying that they are not in one of the situations referred to in article 136 and 141 of the Financial Regulation concerning exclusion and rejection from the procedure respectively, using the relevant form attached to the application form available at <https://webgate.ec.europa.eu/swim/external/displayWelcome.do>."*

**16. Are the CVs mandatory for all the project staff?**

*ANSWER: See the following sections of the Call :*

- 8.2. Operational capacity
- Required documents (see checklist point 11)

*Detailed CVs of the project coordinator (named in section A.3 of the online application form) and the persons who will perform the main tasks. (...)*

**17. What is the address for the submission of this Call for proposal?**

*ANSWER: See section 15 of the Call for proposal:*

- a) If you sent your application **by post** :

European Commission  
(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)  
Call for proposals VP/2020/003 – DG EMPL C1  
CAD J-27 00/120  
B-1049 Bruxelles - BELGIUM

- b) If you sent it by courier **services/hand delivery** :

European Commission  
Service central de réception du courrier  
(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)  
Call for proposals VP/2020/003 – DG EMPL.C1  
Avenue du Bourget, 1  
B-1140 Evere Evere

**18. How do I contact you?**

*ANSWER : See section 16 of the Call for proposal “Communication”:*

*Contacts between the Commission and potential applicants can only take place in certain circumstances and under the following conditions only:*

***Before the final date for submission of proposals***

*The information contained in the present call document together with the Financial Guidelines for Applicants provides all the information you require to submit an application. Please read it carefully before doing so, paying particular attention to the priorities of the present call.*

*The Commission may on its own initiative, inform of any error, inaccuracy, omission or clerical error in the text of the call for proposals on the mentioned Europa website. At the request of the applicant, the Commission may provide additional information solely for the purpose of clarifying the nature of the call.*

*Any requests for additional information must be made by e-mail only to the coordinates stated below.*



All enquiries must be made by e-mail only to: [empl-vp-2020-003@ec.europa.eu](mailto:empl-vp-2020-003@ec.europa.eu)

For any technical issues please contact: [empl-swim-support@ec.europa.eu](mailto:empl-swim-support@ec.europa.eu)

The Commission has no obligation to reply to requests for additional information received after the deadline for questions and clarifications set in Section 3(b).

No individual replies to questions will be sent but all questions together with the answers and other important notices will be published (FAQ in EN) at regular intervals on the Europa website under the relevant call: <http://ec.europa.eu/social/main.jsp?catId=629&langId=en>. The Commission

therefore advises you to consult this website regularly in order to be informed of updates and of the questions and answers published. It is the applicant's responsibility to check updates and modifications regularly during the submission period.

Replies will be given no later than 5 days before the deadline for submission of proposals. To ensure the equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of the applicants or affiliated entity(ies), an action or specific activities.

#### ***After the deadline for submission of proposals***

No modification to the proposal is allowed once the deadline for submission has elapsed.

If clarification is requested or if obvious clerical errors in the proposal need to be corrected, the Commission may contact the applicant by e-mail provided that the terms of the proposal are not modified as a result.

It is the applicant's responsibility to provide a valid e-mail address and contact details and to check this e-mail address regularly. In case of any change of contact details, please send an e-mail with the application VP reference and the new contact details to ([empl-vp-2020-003@ec.europa.eu](mailto:empl-vp-2020-003@ec.europa.eu)).

In case of consortia, all communication regarding an application will be done with the lead applicant only, unless there are specific reasons to do otherwise.

***Applicants will be informed in writing about the results of the evaluation.*** Unsuccessful applicants will be informed of the reasons for rejection. No information regarding the award procedure will be disclosed until the notification letters have been sent to the applicants.

If clarification is requested or if obvious clerical errors in the proposal need to be corrected, the Commission may contact the applicant by e-mail provided that the terms of the proposal are not modified as a result.

It is the applicant's responsibility to provide a valid e-mail address and contact details and to check this e-mail address regularly. In case of any change of contact details, please send an e-mail with the application VP reference and the new contact details to ([empl-vp-2020-003@ec.europa.eu](mailto:empl-vp-2020-003@ec.europa.eu)).

In the case of consortia, all communication regarding an application will be done with the lead applicant only, unless there are specific reasons to do otherwise.

## **19. Can I consider a public university as a public body? What is a definition of a public body?**

**ANSWER:**

*A public university is considered as a public body if it meets the below mentioned elements.*

*Public bodies are created under public law to address specific issues of general interest. They have the following features:*

- *A legal personality distinct of that of the state;*
- *The capacity to sign contracts in its own name;*

***and***

- *The ability to legally sue and be sued in its own name.*

*Supporting document requested by the European Commission to justify the status (legal entity file) for a public body is a copy of the law, the decree, the resolution or the decision establishing the legal entity concerned.*

## **20. What is the duration of the project?**

**ANSWER:** See section 3.1 of the Call "Starting date and duration of the projects":

*" The indicative duration of the project is expected to be 30 months."*



## **21. What about the operational capacity of co-applicants?**

*ANSWER: See section 8.2 “Operational capacity” of the Call:*

*Applicants [lead and co-applicant(s)] must have the professional competencies, as well as the appropriate qualifications necessary to complete the proposed action. Applicants must bring together the right skills, experiences and competences to manage the overall social innovation process including the underlying diagnosis, implementation, reporting and dissemination of the action.*

*In particular, applicants must have:*

- *Carried out projects covering the areas targeted in this call for proposals in the last three years;*
- *The necessary operational resources (technical, management, human) to carry out the action;*
- *A very good command (C1 level) of English, at least 8 years of experience in project and team management and at least 8 years of experience in the area relevant for the call are required for the coordinators of both the lead and co-applicants.*

*The operational capacity of the applicants (lead and co-applicant) to complete the proposed action must be confirmed by the submission in the proposal of the following:*

- *A list of the main projects relating to the subject of the call carried out in the last three years (see section 17, checklist point 13);*
- *The Europass CVs of the proposed project co-ordinator and of the persons who will perform the main tasks (CVs are required to indicate the tasks the person(s) will carry out during the project), showing all their relevant professional experience and their current employer (see section 17, checklist point 11);*
- *Declaration on honour signed by the legal representative (including the operational capacity to carry out the activity) (see section 17, checklist point 4).*

*If the lead applicant is considered not to have the required operational capacity, the application as a whole will be rejected.*

*If a co-applicant is considered not to have the required operational capacity, this co-applicant could be removed from the consortium and the application will be evaluated without this co-applicant. In addition, the costs that are allocated to the non-selected co-applicant would be removed from the budget. If the application is, after the removal, accepted, the work programme may have to be slightly adjusted.*

## **22. What about the financial capacity of co-applicants?**

*ANSWER: See section: 8.1:*

*Applicants [lead and co-applicant(s)] must have access to solid and adequate funding to maintain their activities for the period of the action and to help finance it as necessary.*

*The verification of financial capacity will not apply to public bodies.*

*The applicant's (lead and co-applicant) financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:*

- *Declaration on honour (including financial capacity to carry out the activity) (see section 17, checklist point 4);*
- *Annual balance sheets and profit and loss accounts for the last financial year available (see section 17, checklist point 14);*
- *Summary balance sheet and profit and loss accounts using the template provided in SWIM and signed by the legal representative.*
- *For grants exceeding EUR 750 000, an audit report produced by an approved external auditor certifying the accounts for the last 2 financial years available where such an audit*

report is available or whenever a statutory audit report is required by Union or national law (see section 17, checklist point 15).

In addition, the Commission will take into account any other relevant information on financial capacity provided by the applicant and in particular the information provided in section F.2 of the SWIM application form.

The financial capacity will be evaluated on the basis of the following two ratios:

- A first ratio between the total assets in the applicants' balance sheet and the total cost of the action of the project (single applicants) or the part of the project budget for which that organisation is responsible for according to the budget in the application form (lead and co-applicants). The (co)applicant is considered to have a strong financial capacity when the ratio is equal or greater than 0.70.

Formula in the case of single applicant:  $\text{own assets}/\text{total cost of the action} > 0.70$

Formula for each applicant in the case of consortia:  $\text{applicant's own assets}/\text{part of the budget of the action corresponding to that applicant} > 0.70$

- A second ratio between the 1st prefinancing and the annual total revenue. For each (co)-applicant the share of the 1st prefinancing is equal to its share in the total estimated budget. The co-applicant is considered to have a strong financial capacity when the ratio is equal or lower than 0,70.

Formula in the case of single applicant and each applicant in case of consortia:  $\text{1st prefinancing corresponding to that applicant}/\text{annual total revenue per applicant} < 0.70$ .

If the single applicant or lead applicant is considered not to have a strong financial capacity, the application as a whole will be rejected.

If a co-applicant is considered not to have the required financial capacity, this co-applicant may be removed from the consortium and the application will be evaluated without this co-applicant. In addition, the costs that were allocated to the removed co-applicant will be removed from the project and its budget. If the application is selected, the work plan may have to be slightly adjusted. If a co-applicant or several co-applicants are considered not to have a strong financial capacity, the Commission will also take into account any other relevant information on the financial capacity provided by the applicant and in particular the information provided in section "Financial Resources" of the SWIM application form.

If, in case of removal of a co-applicant with weak capacity, the application would happen not to comply with the eligibility criteria any longer, then the Commission may take various proportional mitigating measures depending on the level of weaknesses identified, which may be to:

- propose a Grant Agreement without pre-financing;
- propose a Grant Agreement with a pre-financing paid in several instalments;
- propose a Grant Agreement with the 1st or the total pre-financing payment(s) covered by (a) financial guarantee(s);
- propose a Grant Agreement with joint financial liability of 2 or more applicants;
- propose a Grant Agreement with a mix of measures 2, 3 and 4.

In case of mitigating measure 3, the Commission may request a pre-financing guarantee for up to the same amount as the 1st or total pre-financing in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the EU Member States. When the beneficiary is established in a third country, the Commission may agree that a bank or financial institution established in that third country may provide the guarantee if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee shall be released as the pre-financing is cleared against the payment of the balance, in accordance with the conditions laid down in the grant agreement.

## **23. What about the associate organisations?**

**ANSWER:** See section 6.1 e) of the Call "Associate organisations":

An associate organisation can participate in the action but may not declare eligible costs.

**24. How should we consider the personnel costs of public organisations? Are they considered eligible costs? Is it possible for public organisations to co-finance the 20% with the salary costs?**

*ANSWER: See section 4.2.2.1 "Staff costs" (Heading 1 of the budget form) of the "Financial guidelines for applicants" and in particular the last two paragraphs of that section which also apply to public organisations:*

*"Should your proposal be financed by the Commission, only the real costs (i.e. actual salaries paid) will be considered eligible costs. For personnel costs to count as eligible direct costs there must be a real and verifiable transfer of funds from the organisation and the assignment of the staff in question must be genuine, necessary and reasonable in relation to the activity being subsidised and to the duration of the action.*

*The costs of personnel of national administrations may be considered as eligible to the extent that they relate to the cost of activities which are additional and which the relevant public authority would not carry out if the project concerned was not undertaken."*

*In SWIM, for such costs to appear as co-financing, they must be presented in the estimated budget in the application form both under Heading 1 and in the section n° 6 – Income.*

**25. The text of the Call states that 20% of co-financing is a must. But whether human-resources (salaries) are acceptable as co-financing or not is not very clear. If we assign experts from our institutions to the project, are their salaries acceptable as co-financing?**

*ANSWER: See section 4.2.2.1 "Staff costs" (Heading 1 of the budget form) of the "Financial guidelines for applicants" and in particular the following:*

*"The costs of natural persons working under a contract with the beneficiary other than 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 beneficiary and, unless otherwise agreed with the beneficiary, in the premises of the beneficiary;*
- (ii) the result of the work belongs to the beneficiary; and*
- (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary.*

*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)."*

**26. Are there any limitations in the budget for certain expenditures? For example, the purchase of equipment cannot exceed 25%, or human-resources (salaries) cannot exceed 20% etc.?**

*ANSWER: No.*

**27. How can we justify the salary costs of personnel whose salaries proceed from public grants?**

*ANSWER: Salary costs should be supported by payslips and timesheets justifying the actual staff costs declared, as well as the basis for the calculation of daily rates and workable days.*

**28. Can the salaries of the project staff be displayed as the participation of co-applicant in the project?**

*ANSWER: See section 4.2.2.1 “Staff costs” (Heading 1 of the budget form) of the “Financial guidelines for applicants”.*

**29. It is written that the personnel costs of public organisations are acceptable as co-financing.**

- **Does it include both applicant and co-applicant?**

*ANSWER: Yes.*

- **Are personnel costs of co-applicants also acceptable as co-financing?**

*ANSWER: Yes.*

- **Does it matter the legal statue of the co-applicant such as public body, international organization, non-governmental organizations etc. for co-financing?**

*ANSWER: Yes, the legal statute matters.*

**30. Can we inquire about the eligibility of our organisation and of activities to be implemented by it before submitting our proposal?**

*ANSWER: No. See section 16 “Communication” of the Call:*

*“To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, an action or specific activities.”*

*For the eligibility criteria, see section 6 of the Call.*

**31. What does it mean: “Members of each applicant organisation” in section D.1.3 of the Online Application Form?**

*ANSWER: It means that the list of the members of each applicant and co-applicant organisation should be detailed here, when it is relevant. The members depend on the organisation itself.*

*As examples (non-exhaustive!):*

- *For an NGO network: list the organisations that are members of the network.*
- *For an international organisation: list the organisations that belong to this organisation.*
- *For a private company: list the organisations that belong to this company.*
- *For local/regional/national authorities: it could be non-applicable, but it could also include a list of departments.*

*This would help to assess the operational capacity.*

**32. Section 8.1 states that “The verification of financial capacity will not apply to public bodies”. Does it mean that they do NOT need to provide the supporting documents (annual balance sheets/declaration on honour/summary balance sheet and profit and loss accounts/audit report) at the time of application?**

*ANSWER: Yes.*

**33. I am facing a technical problem when uploading the documents in SWIM. What shall I do?**

*ANSWER: For any technical problems with the application form, please send an e-mail to: [empl-swim-support@ec.europa.eu](mailto:empl-swim-support@ec.europa.eu)*

**34. About the EUR 750 000 threshold: Does it mean that only those co-applicants whose share out of total budget exceeds 750.000 have to provide an audit report or does it apply to the total grant for the project and, thus, all co-applicants?**

**ANSWER:**

See section 8.1 of the call:

*For grants exceeding EUR 750 000, an audit report produced by an approved external auditor certifying the accounts for the last 2 financial years available where such an audit report is available or whenever a statutory audit report is required by Union or national law (see checklist point 15).*

See "Financial guidelines 2016", section 3 + point 13.1:

*"Where the application concerns grants for an action for which the amount exceeds EUR 750 000 an audit report produced by an approved external auditor shall be submitted. This report should certify the accounts of the applicant organisation for the last financial year available. This requirement applies only to the first application made by an applicant to the same authorising officer responsible in any one financial year.*

*In the case of proposals submitted by a consortium, the threshold mentioned in the first paragraph shall apply to each of the applicants."*

**35. If the total grant request from a consortium is EUR 2.000.000 but none of the partners exceeds the amount of EUR 750.000, is the report of an external auditor still obligatory?**

**ANSWER:** *No*

**36. Where can I find the documents in doc. format to fill in the application (annex II, III and F1)?**

**ANSWER:** *Once you launch the application form you will be redirected to SWIM where you will be asked to create your profile. There you will be able to fill in all the Annexes in doc. format.*

**37. Within the project, is it possible to request funds for support for accommodation for the beneficiaries, such as rent support and refurbishment of the training area/facility? This would not be a construction per se, but simply a redecoration of a space to fit the needs.**

**ANSWER:**

*The purchase of equipment is eligible under the condition set in the Financial Guidelines, section 4.2.2.4 Administration costs (Heading 4 of the budget form) and in particular the following:*

*"Depreciation for purchase of equipment<sup>1</sup>: the purchase cost of equipment or other assets (new or second-hand) is eligible provided that it is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices and has been purchased in accordance with the procurement rules indicated above. Only the portion of the equipment's depreciation corresponding to the period of eligibility for EU funding covered by the grant agreement and the rate of actual use for the purposes of the action may be taken into account by the Commission.*

*Administration costs also include the specific sub-headings: Rental of meeting rooms (coffee breaks included); Rental of interpretation booths; Costs for external audits required by the call or grant agreement. Financial costs such as those relating to any bank guarantee required under the terms of the specific call or grant agreement (see section 8) and other administrative costs such as costs for consumables and supplies directly assigned to the action and purchased according to the procurement rules."*

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<sup>1</sup> Art. 126(3)(d) FR

*Redecoration (such as painting walls, installing chairs and tables ...) should be detailed in the proposal to avoid renovating a full building.*

*For specification on eligibility of the costs, please refer to the "Financial guidelines for applicants" – chapter 4 (Budget, expenditure, eligibility of costs – eligible and ineligible costs.)*

**38. In case there is a state organisation as a partner in a consortium, is it possible to have employees of this organisation to have civil contracts under the project for implementing activities (besides the regular labour contract that is signed between the organisation and the employee)?**

*ANSWER : See the "Financial Guidelines", point 4.2.2.1:*

*The staff costs must be in line with the beneficiary's usual policy on remuneration.*

**39. Can Switzerland participate?**

*ANSWER : See section 6.1.a of the Call : fi of the applicants [(lead and co-applicants)]*

*Legal entities properly established and registered in the following countries are eligible as applicants:*

- *EU Member States;*
- *Iceland, Norway and Lichtenstein in accordance with the EEA Agreement;*
- *Albania, Republic of North Macedonia, Montenegro, Serbia and Turkey.*

**40. In the Terms of Reference, it is written: "The ratio between the total assets in the applicant's (lead and co-applicant(s)) balance sheet and the total budget of the project or the part of the project budget for which that organization is responsible according to the budget in the application form should be greater than 0.70". What is meant by "total assets"?**

*ANSWER: Total assets = Accounting assets.*

**41. What about the translation of official documents?**

*ANSWER: The documents should be submitted in any of the official EU languages.*

**42. Does the format provided in SWIM about legal entity have to be in English or may it be in another language based on the original country of the co-applicant?**

*ANSWER: The documents should be submitted in any of the official EU languages. .*

**43. Concerning the documents: statutes; proof of registration; VAT certificate, we can provide the original copies in Turkish, but do you need also the English version of the documents?**

*ANSWER: The documents should be submitted in any of the official EU languages.*

**44. We are a private association who receives public grants to cover staff costs for specific projects. Can these staff costs be considered as eligible personnel costs for the project?**

*ANSWER: No, because the principle of no double funding must be respected.*

**45. Is a technical specification required for each expenditure item exceeding 60,000 euros in accordance with the budget rules? Or is it necessary that all the tendered items exceed the total cost of 60,000 euros?**

*ANSWER: It is necessary for each tender exceeding 60,000 euros.*

**46. In the guidelines, it is written that "At the submission of the application, copies of the signed originals will be accepted for most of the documents to be submitted by the co-applicants."**

**a) What is included in these documents?**

*ANSWER: See the "Checklist for required documents".*

**b) Can "Declaration on honour, Letter of mandate, Letter of commitment, Legal entity form, summary balance sheet & profit and loss accounts" be copies of the signed originals?**

*ANSWER: No, originals are needed. See the "Checklist for required documents".*

**47. Can the lead and co-applicants add to the co-financing of 20% through in-kind value of goods and resources provided? For example, can work-space and facilities be counted at market-rental rate towards to co-financing requirement? If so, how do we indicate this in our proposal?**

*ANSWER: No, see the "Financial Guidelines" sections 3 and 4.2.4 on the contributions in kind.*

**48. Is a Public Higher Education Institution established in an EU Member State eligible to apply either as applicant or co-applicant.**

*ANSWER: Yes, if they are considered as a public body.*

**49. Do you have a precise definition of "social partner"?**

*ANSWER:*

*A social partner organisation is either an organisation representing workers – often also referred to as "trade union" – or an organisation representing employers. They engage in some form of "social dialogue", discussing and often negotiating such issues as wages, working conditions, training, etc. Please note that under this call, as mention in the references, these include the European social partner organisations that are consulted in accordance with Article 154 TFEU (an up-to-date list of these organisations can be found under "List of consulted organisations" on webpage <http://ec.europa.eu/social/main.jsp?catId=329&langId=en> ), as well as other European-level social partner organisations that are not included in this list, but who are for example involved in the preparation and launch of European social dialogue at sector level*

**50. Section 2.3. Monitoring: In this section the Call for Proposals says: "In setting up the action, beneficiaries must foresee the necessary funding for monitoring and reporting to the Commission". Question: Does this refer to the amount of time that the professionals working in the project will need to devote, in order to answer the demands of information by the external contractor? In that case: How can we predict the amount of information that the external contractor will demand from us in order foresee the associated budget? Is there any guideline? Otherwise: What action/s does this refer to?**



**ANSWER:**

*This refers to the staff, services or administration costs you will dedicate to monitor your project and to report on it (for example for the second prefinancing and final reports) to the European Commission.*

- 51. Section 8.1 Financial capacity: In this section the Call for Proposals says: “The ratio between the total assets in the applicant’s (lead and co-applicant(s)) balance sheet and the total budget of the project or the part of the project budget for which that organisation is responsible according to the budget in the application form would be considered strong if it is equal or greater than 0.70”. Question: is this ratio for each entity participating in the project (lead and partners) individually, or is it for the overall project consortium applying?**

*ANSWER: The ratio applies to the share of budget for each applicant and the individual asset of the applicant.*

- 52. Are organizations established in the UK eligible under the present call?**

*ANSWER: See section 6.1.: “Eligibility of the applicants (lead and co-applicants)”*

*For British Applicants: please be aware that following the entry into force of the EU-UK Withdrawal Agreement on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.*

- 53. We are a public body (regional labour office), but we have no experience in carrying out projects in the requested field. Can our institution apply as a lead applicant in this situation?**

*ANSWER: See section 8.2. “Operational Capacity” of the Call :*

*In particular, applicants must have:*

- Carried out projects covering the areas targeted in this call for proposals in the last three years;*
- The necessary operational resources (technical, management, human) to carry out the action;*
- A very good command (C1 level) of English, at least 8 years of experience in project and team management and at least 8 years of experience in the area relevant for the call are required for the coordinators of both the lead and co-applicants.*

*The operational capacity of the applicants (lead and co-applicant) to complete the proposed action must be confirmed by the submission in the proposal of the following:*

- A list of the main projects relating to the subject of the call carried out in the last three years (see checklist point 13);*
- The Europass CVs of the proposed project co-ordinator and of the persons who will perform the main tasks (CVs are required to indicate the tasks the person(s) will carry out during the project), showing all their relevant professional experience and their current employer (see checklist point 11);*
- Declaration on honour signed by the legal representative (including operational capacity to carry out the activity) (see checklist point 4).*

*If the lead applicant is considered not to have the required operational capacity, the application as a whole will be rejected.*

*If a co-applicant is considered not to have the required operational capacity, this co-applicant could be removed from the consortium and the application will be evaluated without this co-applicant . In addition, the costs that are allocated to the non-selected co-applicant would be removed from the budget. If the application is, after the removal, accepted, the work programme may have to be slightly adjusted.*

**54. Is there a character limit to be respected while formulating the Description of the action and work plan?**

*ANSWER: There is no limit to the number of characters, but conciseness is recommended.*

**55. is there a downloadable template for the formulation of the Detailed work programme?**

*ANSWER: No, the detailed work programme is a free format document.*

**56. Can a certain amount of the project budget be used for the procurement of some goods (office equipment etc.) and services (salary of a project coordinator etc.)?**

*ANSWER: For the purchase of some goods (such as office equipment) or services, see Section 4.2.2.3 “Costs of services” and Section 4.2.2.4. “Administration costs” of the Financial guidelines.*

**57. Could a renovation or a construction of a building be done by the project budget?**

*ANSWER: See Section 6.3 “Ineligible activities” of the Call:*

*In addition to the ineligible costs specified in section 4.2.4 of the Financial Guidelines, the following types of activities are not eligible for EU funding under this Call:*

- lobbying*
- purchases of land and/or acquisition of immovable property and/or vehicles*
- building construction*
- minimum income cash benefits or other type of financial support to third parties.*

**58. Can we furnish/equip an existing facility from the Project budget?**

*ANSWER: Yes, only if it falls under eligible indirect costs-overheads. See Section 4.2.3 of the Financial Guidelines.*

**59. Could the social security premiums and salaries of the staff working in the pilot implementation offices be financed from the project budget?**

*ANSWER: Yes, see Section 4.2.2.1 “Staff costs” of the Financial Guidelines. However, the salary of a project coordinator cannot be subcontracted because it falls under the coordination of the activities, considered as core activities which may not be subcontracted. Core activities shall be performed by the lead applicant. See Section 6.2 Eligible activities c) Core activities of the text of the Call.*

**60. Referring to 6.1. Eligibility of the applicants - c) Affiliated entities: We would like to know if an affiliated entity owned by a Federal Ministry is allowed to undertake a number of tasks against payment?**

*ANSWER: See section 6.1. d) of the text of the Call:*

*Affiliated entities to the applicant(s) are NOT eligible to receive funding under this call for proposals.*

- 61. The application specifies uploading the 'Detailed work programme' but no template is provided. What information should be provided in this work programme that is not already provided in the other sections?**

*ANSWER: The detailed work programme is a free format document. It should explain how you are planning your work.*

- 62. What is intended with the term “innovative” and does such a term imply the use of a digital technology in the project ?**

*ANSWER: Please see section 1.3 of the Call for the proper definition of social innovation and social policy experimentation!*

*In the context of the Call, innovation means new practices, policies or processes to meet newly emerging social needs and needs that are not sufficiently met by current practices. It does not necessarily imply the use of digital technology, but should acknowledge a creative thinking.*

- 63. Will there be an information day on the call, which would also allow potential consortium partners to meet?**

*ANSWER: No, all the requested information is available on this website.*

- 64. Should any applicant and co-applicant provide the cofinancing 20% for its own budget? Or it is possible to distribute the co-financing rate for the whole project differently between the applicants?**

*ANSWER: It is up to the project lead- and co-applicants to decide on the budget allocation between them. Because as mentioned in the section 5 of the Financial Guidelines, if the proposal is selected for a grant, the Commission will calculate the EU contribution as a percentage of the total eligible costs as shown in the estimated budget for the implementation of the action. The Commission reserves the right to invite the applicant to correct the grant requested if the proposal is acceptable, but includes ineligible costs or requires non-substantial adjustments to optimise cost-effectiveness (e.g. reduction of number of working days if these are estimated to be too high, elimination of non-essential activities, etc.).*

- 65. We intend to collaborate with the YY Association, along with a potential non-profit partner. To ensure the meaning of the term “public body”, we would like to kindly ask you whether such a consortium would be eligible for this grant.**

*ANSWER: See section 16 “Communication” of the Call:*

*"To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, an action or specific activities."*

- 66. Is an organization supported by the EU Programme for Employment and Social Innovation (EaSI) eligible to apply under this call?**

*ANSWER: Yes, as long as it complies with the no double financing rule. See the Financial Guidelines, point 1 – General principles: “Each action may give rise to the award of only one grant, there can be no duplicate European Union funding of the same expenditure. The applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year for the same action or for any other action and for routine activities (running costs)”.*

*See articles 129 of the Financial Regulation and 193 of the Rules of Application.  
See also the points 4.2.3 “Eligible indirect costs” and 4.2.4 “Ineligible costs” of the Financial Guidelines. It must also comply with all the criteria of this Call.*

**67. We are now working with our partners on the budget for presenting a project for the call and we have encountered a problem when including the staff of one of our partners, which is a union. The problem is that although the staff who would participate in the project are part of the structure of the union, they are hired by public institutions, and, therefore, those administrations are the ones who pay their salaries.**

**a) How do we include their time allocation in the budget?**

*ANSWER: See the explanation under point 4.2.2.1 “Staff costs” of the Financial Guidelines*

**b) Could it be included as a contribution from third parties?**

*ANSWER: If you consider a contribution from third parties, see point 4.3 “Income” of the Financial Guidelines.*

**68. Could you please advise whether international organizations are eligible for the above call?**

*ANSWER: see points 4.2.+ 6.1.b “Eligibility of the applicants – Type of entities” of the Call:*

*“Although, International Organisations may be entitled to different co-financing provisions under their bilateral agreements with the EU, it must be noted that the rule of the Call will prevail for proposals submitted by an International Organisation.”*

*“To be eligible, the lead applicant and co-applicants must be one of the following:*

- public authority or public agency expressly mandated in writing by the competent public authorities to assume responsibility for the implementation of the action;*
- non-profit organisation (private or public);*
- research centres / institutes / higher education establishments;*
- civil society organisations ;*
- social partner organisation at European , national or regional level (in application of Article 197 2. 1 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met ).”*

**69. We would like to know if our participants "Highly qualified unemployed immigrants" fall within your term "The most vulnerable groups"?**

*ANSWER: see point 1.3 of the Call “People in (the most) vulnerable situations”:*

*“The target group of the call relates to people in vulnerable situations and those facing the greatest barriers to social and labour market integration. Some of them are beneficiaries of minimum income benefits or other social assistance [cash benefits] of last resort, while some others might be left out of such support. The call aims at reaching out to those furthest away from the labour market and the society and support their social inclusion through the provision of adequate income support linked with effective service provision. The call also aims at reaching out to the people in the most vulnerable situations, who are not registered or do not take up any benefits; i.e. either beneficiaries of minimum income schemes or those people in vulnerable situations who should be beneficiaries of such social safety nets but, for one reason or another, cannot reach the schemes. These people are typically confronted with complex, multiple barriers to social inclusion and require complex, coordinated interventions.”*

Please note that the exact identification of the target groups depends on the specific policy design and eligibility criteria of the minimum income scheme(s) in the country/countries involved, as established by the competent public authorities.

- 70. We, XXX are considering applying. In terms of consortia criteria in the call for proposal, it is said that “The lead applicant and co-applicants must together cover body responsible for granting or administering minimum income benefits (or similar social safety net cash benefits)”, we are wondering whether our municipality which gives cash and in kind support for those who are poor fulfills this criteria or do we have to take a partner of a central governmental institution which grants or administrates official minimum income benefits. More specifically, could you elaborate on minimum income benefits? Does our municipal support (cash or in kind) for those in needy include minimum income benefits?**

**ANSWER:**

*The call for proposals aims to support local/regional-level projects that intend to test innovative and experimental approaches to provide integrated interventions in support of people in (the most) vulnerable situations through existing or new multi-stakeholder partnerships within the framework of the official national or regional minimum income scheme, as defined by the competent authority in the relevant country. The projects are expected to carry on the notion of the active inclusion approach reflected by the Pillar principle 14 on minimum income and provide for the integrated delivery of the three strands: such as the combination of adequate income support provision with [labour market] activation and effective access to enabling goods and services.*

*The lead applicant and co-applicants must together cover all the above-mentioned strands, including the body responsible for granting or administering minimum income schemes (or similar social safety net cash benefits) in the relevant country.*

- 71. Juste demande si notre organisation XXX basée à YYY est éligible dans votre appel à projet, et si oui, veuillez nous partager les documents nécessaire pour pouvoir soumettre notre proposition de projet**

**ANSWER:** See section 16 “Communication” of the Call:

*"To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, an action or specific activities."*

*For the eligibility criteria, see section 6 of the Call:*

*All information can be found on the call page:*

*<https://ec.europa.eu/social/main.jsp?langId=en&catId=629&callId=603&furtherCalls=yes>*

- 72. Me podéis informar por favor, ya que a partir del covid 19 he perdido mi empleo. Si me podéis aclarar la información, entiendo que es para personas, pero no me queda claro.**

**ANSWER:** See point 6.1.b “Eligibility of the applicants - Type of entities” of the Call.

- 73. EaSI Programı Sosyal Yenilik Konulu Yeni Teklif Çağrısı ;**

**1- Belediyeden Sosyal yardım alan (1200) ve sosyal yardımlaşma dan aile desteği alan (2500) kişiden çalışabilecek olanlar için istihdam atölyeleri kurmak bu**

**2- Yeni mezun konumdaki öğrenciler için Model atölyeler ile işe giriş süreçlerini desteklemek ( tekstil ayakkabı) vs**

**3- Kurulacak atölyeler yanında çocuk oyun alanları ile kadının çocuk bakım sürecinde gelir seviyesinin azalmaması veya işte iken çocuğu düşünmemesi bakımını yapabilmesi gibi alanların da oluşturulması proje sonrasında veya sürecinde kurulacak kooperatif vasıtası ile**  
**4- Elde ettiği gelirin bir bölümünü çalışamayan bakıma muhtaç olanlara harcamak için bir proje geliştirmek mümkün mü acaba ?**

*ANSWER: Please submit you question preferably in English or in any of the official EU languages.*

**74. We are a social development organisation with a mission of empowering people and communities in situations of poverty, illiteracy, disease and social injustice. XXX came across the new Call for Proposals. We seek for your clarification (guidance) on the eligibility, can we be able to respond to this call (CFP) as co-partners with our EU affiliates (as Lead Partners) or its entirely for European operating NGOs?**

*ANSWER: See section 16 “Communication” of the Call:*

*"To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, an action or specific activities."*

*For the eligibility criteria, see section 6 of the Call:*

*All information can be found on the call page:*

*<https://ec.europa.eu/social/main.jsp?langId=en&catId=629&callId=603&furtherCalls=yes>*

**75. Buenos días, le escribo desde XXX, hemos visto que hay una convocatoria para proyectos innovadores de empleo, pero no encuentro en español la convocatoria ni formularios, no se puede postular a esta convocatoria presentando los registros en español?**

*ANSWER: See section 5. “Admissibility requirements” of the Call:*

*Applicants are encouraged to submit their project proposal in English, in order to facilitate the treatment of the proposals and speed up the evaluation process. It should be noted, however, that proposals submitted in any of the official languages of the EU will be accepted. In this case, applications should be accompanied by an executive summary in English (see checklist, point 3).*

**76. Información adicional sobre programa EaSI.**

*ANSWER: All information can be found on the call page:*

*<https://ec.europa.eu/social/main.jsp?langId=en&catId=629&callId=603&furtherCalls=yes>*

**77. I would like to make sure that the idea of our proposal can be included into the call for proposals and if we as an NGO are eligible applicant - OMITTED IDEA -.**

*ANSWER: See section 16 “Communication” of the Call:*

*"To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, an action or specific activities."*

**We are also confused if we are an eligible applicant or if is the call for proposals for Consortia only? In case we are eligible can we prepare the project on our own or do we need partner/partners?**

*ANSWER: See point 6.1.c “Eligibility of the applicants – Consortia” of the Call:  
“The grant shall be awarded to a consortium of stakeholders (lead applicant and co-applicants)”*

**In case we need a partner does it have to be from abroad and what legal status it has to have?**

*ANSWER: See point 6.1.a “Eligibility of the applicants - Place of establishment”, point 6.1.b “Eligibility of the applicants - Type of entities” and point 6.1.c.iv “Eligibility of the applicants - consortia” of the Call.*

**78. Clarifications regarding the type of eligible entities:**

**1. Municipalities can be considered eligible entities as lead applicants?**

**2. Municipalities can be considered eligible entities as co-applicants?**

**3. If the municipalities cannot be lead applicants or co-applicants in which another position as eligible entities may fit in the candidacy (since the municipalities have an important action at the local level with social inclusion projects aimed at the population with social vulnerability)?**

*ANSWER:*

*See point 6.1.b “Eligibility of the applicants - Type of entities” of the Call:*

*“To be eligible, the lead applicant and co-applicants must be one of the following:*

- *public authority or public agency expressly mandated in writing by the competent public authorities to assume responsibility for the implementation of the action”;*

*See point 6.1.c.i “Eligibility of the applicants - consortia” of the Call:*

*“The lead applicant must be a public authority at central, regional or local level, or a body governed by the public law”.*

**79. Could you please confirm that a non-profit such as an association sans but lucratif, asbl, as it is known in Belgium, can take part in a consortium, put together to reply to the call in subject, as long as the consortium as a whole meets the 'consortium criteria' as expressed under C. Consortia, on p.15 of the call for proposals**

*ANSWER: See section 16 “Communication” of the Call:*

*“To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, an action or specific activities.”*

**80. Hemos visto que hay una convocatoria para proyectos innovadores de empleo, pero no encuentro en español la convocatoria ni formularios, no se puede postular a esta convocatoria presentando los registros en español? la convocatoria tampoco se puede conseguir en español.**

*ANSWER: See section 5 “Admissibility requirements” of the Call::*

*“Applicants are encouraged to submit their project proposal in English, in order to facilitate the treatment of the proposals and speed up the evaluation process. It should be noted, however, that proposals submitted in any of the official languages of the EU will be accepted. In this case, applications should be accompanied by an executive summary in English (see checklist, point 3).”*



**81. Kadın cinayetleri Türkiye de son yıllarda kadın cinayetleri artmaktadır bu sebeple ekibim ile birlikte sosyal proje kapsamında proje hazırladık Türkiye de finasor bulamadım**

*ANSWER: Please refer to the answer to question 73.*

**82. Could you kindly advise whether international organizations are eligible for the above call as co-applicant in the framework of a consortium?**

*ANSWER: Please refer to the answer to question 68.*

**83. Me pongo en contacto con ustedes para solicitaros por favor la CONVOCATORIA DE PROPUESTAS VP/2020/003, PROGRAMA Easi: "Establecimiento y prueba de intervenciones integradas destinadas a apoyar a las personas en las situaciones más vulnerables". No soy capaz de encontrarla. Y necesitaba estudiarla para nuestra posible presentación**

*ANSWER: The text of the Call can be found here: <https://ec.europa.eu/social/main.jsp?catId=629>*

**84. After completing the form where do we have to send our proposal form, if possible you can share with me the link or the Email to send to?**

*ANSWER: Please refer to the answer to questions 4-5 and 6.*

**85. Can a Consortium of municipalities appear as an applicant organisation?**

*ANSWER: See section 6.1c "Eligibility of the applicants [(lead and co-applicants)]" of the Call*

*The grant shall be awarded to a consortium of stakeholders (lead applicant and co-applicants), based on the following eligibility criteria:*

- i. **The lead applicant must be a public authority** at central, regional or local level, or a body governed by the public law.*
- ii. **The lead applicant and co-applicants must together cover the following three:***
  - a. body responsible for granting or administering minimum income benefits (or similar social safety net cash benefits),*
  - b. body delivering active labour market policy measures, namely public or private employment services,*
  - c. body delivering social services and/or enabling goods and services, namely various public and non-profit organisations providing in-kind benefits and support services to vulnerable households.*
- iii. **At least one of the co-applicants shall be a non-governmental organisation.***
- iv. **At least one co-applicant shall be from another EaSI Participating Country** than the main applicant. (Such partner must be a body fulfilling the criteria under point b.)*

**86. Which are the criteria of the participating no profit organisation?**

*ANSWER: See section 6.1c "Eligibility of the applicants (lead and co-applicants)" of the Call:*

*To be eligible, the lead applicant and co-applicants must be one of the following:*

- public authority or public agency expressly mandated in writing by the competent public authorities to assume responsibility for the implementation of the action;*
- **non-profit organisation** (private or public);*
- research centres / institutes / higher education establishments;*

- civil society organisations ;
- social partner organisation at European , national or regional level (in application of Article 197 2. 1 of the Financial Regulation, social partner organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met).

**87. How many members must the consortium count, is there a minimum?**

*ANSWER: Please refer to the answer to question 85.*

**88. Integrated support and services will be effectively delivered to the (most) vulnerable groups - whether to farmers and agricultural producers as well?**

*ANSWER: Please refer to the answer to question 69.*

**89. Only one proposal shall be submitted by one applicant, in order to ensure diversity”**

**Does this answer refer to the fact that :**

- **the lead-applicant cannot submit more than one application (project) under the same call?**
- **the co-applicant cannot submit more than one application (project) under the same call?**
- **applicants (partners) in a consortium cannot to participate in more than one project under the same call?**

*ANSWER: See section 6.1c ‘Eligibility of the applicants (lead and co-applicants)’ of the Call + item 2 of the Financial guidelines of the Call*

*“The grant shall be awarded to a consortium of stakeholders (lead applicant and co-applicants), based on the following eligibility criteria:”*

*“Where proposals are submitted by several applicants, one applicant must take the role of leadapplicant and is called the "coordinator". The other organisations involved in the application are called "co-applicants" and "other beneficiaries" in the grant agreement. The coordinator is responsible for submitting the proposal and signing the grant agreement after having received all the required powers of attorney from the other beneficiaries<sup>5</sup>. Since the coordinator and other beneficiaries will share the financial responsibility, the financial capacity of the coordinator's and of each co-applicant in receipt of an amount of EU grant above or equal to 60.000 EUR<sup>6</sup> will be assessed against its share in the action's budget.”“For projects led by a consortium, the lead applicant and co-applicants shall agree – preferably in writing – upon appropriate internal arrangements, consistent with the provisions of the grant agreement, for the proper implementation of the action.*

***References to the applicant** or to the beneficiary in this document **include co-applicants** where applications are submitted by a group of applicants and the coordinator and other beneficiaries in the case of multi-beneficiary grant agreements.”*

**90. I am contacting you to know whether it is or not possible for a public regional authority to be part of two different consortiums for two different projects in the framework of the call for proposals VP/2020/003?**

*ANSWER: Please keep in mind that - as mentioned in item 5 of the Call for proposals - “Only one proposal shall be submitted by one applicant, in order to ensure diversity.” And – as mentioned in item 6.1 of the call for proposal – “Bearing in mind the need for a balanced geographical coverage in this call, a maximum of 2 projects proposed by lead applicants from the same country can be selected for funding.”*

## 91. From the same person

Dissemination, Transnational Cooperation and Management:

**A. The project is requested to organize at least 2 study trips to other similar structures in other EASI countries. Are there some guidelines on the way these experiences should be selected?**

*ANSWER: No, there are no such guidelines.*

**B. Since the project is expected to organize at least 1 experience sharing event with the other beneficiaries of the call, could one of the study trips be merged with the experience sharing event cited above?**

*ANSWER: No, the experience sharing event would target the other Beneficiaries of the Call, while the study trips would aim at learning from other similar structures in other EASI participating countries.*

**C. Should the experience sharing event with the other beneficiaries of the call be organized jointly by all beneficiaries (therefore joining the budget for the organization) or do you expect funding 8 different experience sharing events (given the 8 projects expected to be funded) to which all beneficiaries should participate?**

*ANSWER: The experience sharing event with the other Beneficiaries of the Call is to be understood individually, taking place in the country of origin of the Lead Applicant.*

**i. If so, are there some guidelines to allocate the budget to participate in those experience sharing events organized by other beneficiaries (eg. max 2 participants per organization per max 2 nights, etc)?**

*ANSWER: The only guidelines given are the one mentioned in item 2.2.6 "Type of actions to be funded" "Each proposal and their budget must include the participation in two events (a kick-off meeting, as well as a final networking and experience sharing meeting) to be organised in Brussels by the European Commission (max. two nights, two people), as well as the organisation of at least two coordination meetings with all members of the consortium."*

**D. The project is expected moreover to organize at least one mainstreaming/dissemination and up-scaling event at European level. Could this be merged with or linked to the experience sharing event and/or one of the study trips?**

*ANSWER: this event could be linked to the experience sharing event, but would need to reach out to other European actors as well.*

### Evaluation of the impact of the project activities

The call states that *The evaluations should be conducted by outside experts (pg. 9)*

**E. Could you clarify what do you mean by that?**

*ANSWER: This means that the evaluators would need to be independent from the project design and implementation.*

**F. The evaluator can be one of the co-applicants (e.g. a research institute/university/foundation/ etc that is not providing any other services and/or not doing any other activity in the project - except for collaborating in the management) or should it be outside the partnership e.g. a subcontract?**

*ANSWER: As stated above, the evaluators would need to be independent from the project design and implementation.*

**G. In case this should be carried out as a subcontract, does it fall under the definition of 'subcontracting part of the action'?**

*ANSWER: As mentioned under item 17.1 Instructions for the presentation of the application of the Call "In case of subcontracting any tasks comprising part of the action (see the Financial Guidelines), the description of the action must provide details on the tasks to be subcontracted and the reasons for doing so and these tasks must be clearly identified in the budget. Core tasks as defined in section 6.2(c) of the call cannot be subcontracted."*

*Under Item 4.2.2.3 Costs of services (Heading 3 of the budget form) of the Financial Guidelines you find "External Expertise: this heading should include costs relating to:*

- i) implementing service contracts not covered under the previous sub-headings;*
- ii) costs relating to the subcontracting of tasks forming part of the action.*

*With regard to subcontracting, in the SWIM application form there is a specific question:*

*"Will you subcontract any task related to the action?" If your reply is yes, you must clearly specify in the description of the action the tasks that will be subcontracted and why this is necessary with regard to the nature of the action and its implementation.*

*Please also note that "Subcontracting may not cover core tasks of the action such as project management or coordination".*

**Consortia:**

The Call states that:

*The lead applicant and co-applicants must together cover the following three:*

- (i) body responsible for granting or administering minimum income benefits (or similar social safety net cash benefits),*
- (ii) body delivering active labour market policy measures, namely public or private employment services,*
- (iii) body delivering social services and/or enabling goods and services, namely various public and non-profit organisations providing in-kind benefits and support services to vulnerable households.*

**H. Could you specify if one partner (applicant or co-applicant) can cover more than one of the functions mentioned above or if you expect a different partner for each role?**

*ANSWER: Please refer to the answer to item 6.1c of the Call and do not forget that the grant shall be awarded to a consortium of stakeholders (lead applicant and co-applicants), based on the following eligibility criteria:*

- i. The lead applicant must be a public authority at central, regional or local level, or a body governed by the public law.*
- ii. The lead applicant and co-applicants must together cover the following three:*
  - body responsible for granting or administering minimum income benefits (or similar social safety net cash benefits),*
  - body delivering active labour market policy measures, namely public or private employment services,*
  - body delivering social services and/or enabling goods and services, namely various public and non-profit organisations providing in-kind benefits and support services to vulnerable households.*

- iii. **At least one of the co-applicants shall be a non-governmental organisation.**
- iv. **At least one co-applicant shall be from another EaSI Participating Country than the main applicant. (Such partner must be a body fulfilling the criteria under point b.)**

And as mentioned under item 9-3 of the Call “The relevance of the consortium for the proposed project, as well as the role and responsibility of its members will also be assessed under this criterion.”

Moreover, the Call states that:

“At least one of the co-applicants shall be a non-governmental organisation”.

**I. Could you clarify if you mean a NGO (as stated in Legal Entity Form) or a non for profit organization and/or other kind of organizations could be comparable?**

**ANSWER:** Please refer to the answer to page 15 asterix 18 : A NGO is an organised society structures outside of government, such as organisations representing social and economic players; non-governmental organisations.

**Award Criteria**

In the award criteria linked to *Methodology, Activities and expected outcomes*, the Call mentions as a particular criterion to allocate the points:

*Reach out to more EaSI Participating Countries;...*

**J. Could you clarify if this criterion will be assessed based on the number of international co-applicants involved in the proposal or based on the Transnational Cooperation Activities proposed in the application?**

**ANSWER:** Please refer to the answer to item 9 of the Call “Award criteria”:

**1) Relevance to the objectives and expected results of the call (10 points)**

*This criterion measures the extent to which the proposal ensures the integration of the three strands of the Pillar/Principle 14 approach: cash benefits, employment activation, supporting social services.*

*It also measures the extent to which the project proposal contributes to the objectives of the call and to the expected results.*

**2) Overall design of the action (10 points)**

*This criterion refers to the consistency of the overall design of the action and of the intervention logic. It also measures the extent to which the action is feasible and consistent in relation to the objectives and expected outcomes. It also relates to the extent to which the specific activities envisaged as part of the intervention are concrete and have a practical dimension, how thorough, precise and easy to understand they are.*

**3) Methodology, activities and expected outcomes (40 points)**

*This criterion measures the extent to which the activities and means proposed are appropriate and consistent with the expected outcomes, are sufficiently and clearly detailed, with a specific focus on the situation analysis and on a clear definition of the target group. This criterion focuses on the organisation and methodology of the proposal, including the work plan. It also relates to the planned scale of the project, i.e. the number of people targeted.*

*The relevance of the consortium for the proposed project, as well as the role and responsibility of its members will also be assessed under this criterion.*

*It will also measure the extent to which the actions are innovative compared both to current national practices, as well as approaches in other EaSI Participating Countries.*

**The transnational element, i.e. the knowledge-sharing activity to other EaSI Participating Countries resulting in a wide geographical coverage will also be assessed here.**

The following criteria will be used in particular when allocating the points:

- ✓ Target more people;
- ✓ Reach out to the groups which had not previously been targeted/for which previous actions had failed/or had not brought the required effect;
- ✓ Reach out to more EaSI Participating Countries;
- ✓ Provide for a higher level of innovation.

**4) Appropriateness of the impact/outcomes evaluation method** (10 points)

This criterion measures the extent to which the proposal includes a sound and detailed impact evaluation method that is suitable for its purposes and appropriate to provide evidence and to determine the expected outcomes. The accuracy of the evaluation methodology, the relevance of indicators, and the monitoring elements will be assessed under this criterion.

**5) Sustainability of the project** (15 points)

This criterion measures the extent to which the proposed intervention is sustainable beyond the grant period and in particular whether financial means are envisaged to pursue the action. In concrete terms, it will assess whether the proposed long-term strategy is appropriate to ensure the continuation of the project activities and objectives. The transferability of the intervention and the extent to which the latter could be implemented on a larger scale will also be assessed under this criterion. The adequacy and quality of the mainstreaming/up-scaling/dissemination plan will also be assessed here.

The following criterion will be used in particular when allocating the points:

- ✓ Demonstrate a higher level of sustainability through the involvement of policy makers at the local/regional/national level right from the planning phase.

**6) Cost-efficiency of the proposal** (15 points)

The cost-efficiency of the proposal means whether the costs of the proposed action are adequate to the activities and proportionate to the expected results. The assessment of the proposal under this criterion includes:

- The adequacy of the human and financial resources to the planned activities,
- The clarity and pertinence of the allocation of tasks and managerial responsibility,
- The overall clarity and completeness of the budget.

<b>Award criteria assessment</b>	<b>Maximum Score</b>
1. Relevance to the objectives and expected results of the call	10
2. Overall design of the action	10
3. Methodology, activities and expected outcomes	40
4. Appropriateness of the impact/outcomes evaluation method	10
5. Sustainability of the project	15
6. Cost-efficiency of the proposal	15
<b>Total</b>	<b>100</b>

Documents (numbered as per the checklist)

4 - Declaration of honour:

**K. for the lead applicant, should the original copy signed in blue ink be sent via post with the application package?**

**ANSWER:** Please refer to the checklist at the end of the call text which mentions : “This table includes the **documents that must be provided for the proposal and where originals are required**. We strongly recommend using the table as a checklist in order to verify compliance with all requirements.”

6 - Letter of mandates:

**L. should originals signed in blue ink be sent via post with the application package, or it is sufficient to send a copy of the signed originals?**

*ANSWER: Please refer to the answer to the question K just above.*

12 - Declaration certifying the competence of the project team:

**M. the declaration should be signed in blue ink by the person assigned to the role of manager/coordinator within the lead applicant?**

*ANSWER: Please refer to the answer to the question K just above.*

**N. If Yes, should the original version signed in blue ink be sent with the application package or it will be sufficient a copy of the signed version?**

*ANSWER: Please refer to the answer to the item 15 of the call "Procedure For The Submission of Proposals" which mentions "The hard copy of the proposal must be duly blue ink signed and sent in one original, including all documents listed in section 17, by the deadline set in the timetable (see section 3) either by registered post, express courier service or hand delivery."*

### **Operational Capacity**

The Call states that *In particular, applicants must have:*

1. • Carried out projects covering the areas targeted in this call for proposals in the last three years;
2. • The necessary operational resources (technical, management, human) to carry out the action;
3. • A very good command (C1 level) of English, at least 8 years of experience in project and team management and at least 8 years of experience in the area relevant for the call are required for the coordinators of both the lead and co-applicants.

**O. Does each of the above-mentioned criteria apply respectively to:**

**1: The organizations (lead and co-applicants)**

**2: the organizations (lead and co-applicants)**

**3: the person(s) appointed by each organization (lead or co-applicant) as coordinators/managers for their respective organization(s)**

*ANSWER: Please refer to the answer to item 2 "Definitions" of the financial guidelines of the Call "Applicants" are organisations, which submit a project proposal; "beneficiaries" are entities, which sign the grant agreement with the Commission. They are actively involved in the implementation of the action and are financially engaged, be it by hiring staff or incurring other costs or by providing a direct financial contribution." "Where proposals are submitted by several applicants, one applicant must take the role of lead applicant and is called the "coordinator". The other organisations involved in the application are called "co-applicants" and "other beneficiaries" in the grant agreement. The coordinator is responsible for submitting the proposal and signing the grant agreement after having received all the required powers of attorney from the other beneficiaries. Since the coordinator and other beneficiaries will share the financial responsibility, the financial capacity of the coordinator's and of each co-applicant in receipt of an amount of EU grant above or equal to 60.000 EUR6 will be assessed against its share in the action's budget."*

**Co-financing:**

The financial guidelines state (pg. 7-8):

*Co-financing of the eligible costs of the action may take the form of:*



- the beneficiary's own resources (for example, staff costs, ...);
  - income generated by the action or work programme;
  - financial contributions from third parties.
- Contributions in kind (i.e. non financial resources made available free of charge by third parties to the beneficiaries) are not accepted for the co-financing of the eligible costs.

**P. Could you please clarify what are the beneficiary's own resources eligible?**

*ANSWER: Please refer to the answer to 4.1. of the Financial Guidelines of the Call "The budget must be detailed and balanced" "Co-financing of the eligible costs of the action may take the form of:*

- the **beneficiary's own resources (for example, staff costs, ...);**
- income generated by the action or work programme;
- financial contributions from third parties."

**Q. In the area of this call, given also what stated in the call -Note that minimum income cash benefits as such (as defined by the legislative framework within the EaSI Participating Countries) are not to be funded under the call - could monetary transfers, to vulnerable final beneficiaries done by one or more of the applicants (lead or co-applicants) be considered as co-financing?**

*ANSWER: Please refer to the answer to item 4.2.2 "Eligible costs" and 4.2.4. of the Financial Guidelines of the Call "Ineligible costs":*

*"The eligible direct costs for the action are those costs which, provided that they satisfy the criteria of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be attributed to it directly.*

*Extra costs associated with the participation of people with disabilities are also eligible. These costs may be required to cover the use, for example, of special means of transport, personal assistants or sign language interpreters."*

*"The following costs are ineligible and therefore not accepted:*

- return on capital and dividends paid by a beneficiary;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfers from the Commission charged by the bank of a beneficiary;
- costs declared by the beneficiary in the framework of another action receiving a grant
- financed from the Union budget (including grants awarded by a Member State and
- financed from the Union budget and grants awarded by other bodies than the Commission
- for the purpose of implementing the Union budget); in particular, indirect costs shall not be eligible under a specific grant for an action awarded to the beneficiary when it receives an operating grant financed from the Union or Euratom budget for the period covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action;
- contributions in kind from third parties: these are non financial resources made available free of charge and thus not invoiced, (voluntary work, equipment or premises made available free of charge);
- excessive or reckless expenditure;
- deductible VAT. VAT20 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/EC21: e.g. police, justice, definition and enforcement of public policies, etc.).

- Taxes for which the beneficiary is liable in its capacity as a business entity (e.g. IRAP in Italy, Gewerbesteuer in Germany). Especially when the tax itself is not a part of the salary or the payroll for staff assigned to the action, or other legal costs included in the remuneration. That kind of tax is actually payable by the entity or by the person subject to its productive activity in general. Therefore, it is not a necessary cost for the implementation of the action and is not considered as eligible
- Costs incurred by a third party to the Grant Agreement

**92. We are a french NGO called [...] which offers certified training programs in digital literacy, web development, and soft skills to prepare digitally-excluded, disadvantaged publics for the impacts of digital transformation and the jobs of the future. [...]**

**Therefore, we have some questions to point out :**

**a) what are the specific requirements for that call?**

**ANSWER:** Please see the different items of the text of the Call:

- 2 - objectives - types of actions - expected results
- 3 - timetable
- 4 - available budget and co-financing rate
- 5 - admissibility requirements
- 6 - eligibility criteria
- 7 - exclusion criteria
- 8 - selection criteria
- 9- award criteria

**b) when it's written "This multi-stakeholder innovative approach integrates three strands: 1) the provision of adequate minimum income benefits", what do you mean by the provision of adequate minimum income benefits?**

**ANSWER:**

Referring to the

Principle 14 of the « European Pillar of Social Rights - European Commission” (page 20)  
[https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKewjigem7\\_v7qAhVSmgQKHcUrA8QQFjABegQIAhAB&url=https%3A%2F%2Fec.europa.eu%2Fcommission%2Fsites%2Fbeta-political%2Ffiles%2Fsocial-summit-european-pillar-social-rights-booklet\\_en.pdf&usg=AOvVaw1a9ye63gq4NB5SKq5PGxLB](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKewjigem7_v7qAhVSmgQKHcUrA8QQFjABegQIAhAB&url=https%3A%2F%2Fec.europa.eu%2Fcommission%2Fsites%2Fbeta-political%2Ffiles%2Fsocial-summit-european-pillar-social-rights-booklet_en.pdf&usg=AOvVaw1a9ye63gq4NB5SKq5PGxLB): “Everyone lacking sufficient resources has the right to adequate minimum income benefits ensuring a life in dignity at all stages of life, and effective access to enabling goods and services. For those who can work, minimum income benefits should be combined with incentives to (re)integrate into the labour market.”

**c) as well for this one, "the aim is to establish and enhance cooperation among various organisations (authorities and non-governmental organisations) : (a) providing cash benefits, what exactly do you expect by "proving cash benefits"?**

**ANSWER:** As mentioned under item 2.1 ‘Objectives’ of the Call, “The aim is to establish and enhance cooperation among various organisations (authorities and non-governmental organisations) (a) providing cash benefits, (b) delivering personalised social services and

other general services and (c) providing labour market activation measures and to test its implementation. Examples of these organisations are: governmental entities, including central, regional or local municipal departments, public and private employment offices, public social services, private and non-for-profit social service providers. **Examples for benefit and service provisions include: various social assistance schemes such as minimum income, family and childcare benefits, disability benefits, etc.; social services such as childcare, long-term care, housing schemes; targeted social services, such as advise and counselling, crisis centres, family protection services, services for persons with disabilities and chronic illnesses, services for victims of domestic violence, services for ex-offenders; labour market related services; other services of general interest, such as education, healthcare and essential services.**

- d) according to the quick pitch we gave you up in this email, it seems we cannot be the lead applicant since we are not a public authority. However, xxx could qualify as a body governed by the public law and would be the third partner delivering social services. Could you confirm that?**

*ANSWER:* As mentioned in [chapter 16 'Communication' of the Call](#),

*"To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities.."*

- e) to be clear, what would be the actual price for the laureate? What would be the maximum endowment?**

*ANSWER:* See [item 1.1 of the Call](#) : **"This call for proposals is financed under the European Programme for Employment and Social Innovation "EaSI" 2014-2020<sup>[1]</sup> which is a European-level financing instrument managed directly by the European Commission to contribute to the implementation of the Europe 2020 strategy, by providing financial support for the Union's objectives in terms of promoting a high level of quality and sustainable employment, guaranteeing adequate and decent social protection, combating social exclusion and poverty and improving the working conditions."** And

**Item 4 "Available budget and co-financing rate" "The total budget earmarked for the EU co-financing of projects under this call is estimated at 10 000 000 EUR.**

**The Commission expects to fund around 8 proposals. The Commission reserves the right not to distribute all the funds available. The Commission reserves the right to increase the amount of the funds in case of available funds and distribute them to proposals admitted on the reserve list, if any. This top-up of the budget is limited to 20% of the initial budget of the call.**

#### **4.2. 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 sources other than the European Union budget<sup>[2]</sup>.**

**Although, International Organisations<sup>[3]</sup> may be entitled to different co-financing provisions under their bilateral agreements with the EU, it must be noted that the rule of the Call will prevail for proposals submitted by an International Organisation."**

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<sup>[1]</sup> Regulation (EU) No 1296/2013 of the European Parliament and of the Council of 11 December 2013 on a European Union Programme for Employment and Social Innovation ("EaSI") and amending Decision No 283/2010/EU establishing a European Progress Microfinance Facility for employment and social inclusion (<https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0238:0252:EN:PDF>)

<sup>[2]</sup> Letters of commitment are required from [any associate organisations and] any third party providing financial contributions to the eligible costs of the action (see checklist, point 5).

<sup>[3]</sup> According to the meaning of Article 156 of the Financial Regulation (EU, Euratom) 2018/1046.

**f) concerning the reporting, what do you expect in terms of quantity?  
How many pages or how many documents do you demand?**

*ANSWER:* See item 2.3 'Monitoring': "The Commission - with the support of an external contractor - will regularly monitor the EaSI Programme. Therefore, the beneficiaries will have to transmit qualitative and quantitative monitoring data on the results of the activities. These will include the extent to which the principles of equality between women and men have been applied, as well as how anti-discrimination considerations, including accessibility issues, have been addressed through the activities. Related templates are attached. The Commission will monitor the action for the EaSI Programme through the information provided in the specific Annex to the Grant Agreement. The reporting template is published on the respective EaSI call page <https://ec.europa.eu/social/main.jsp?catId=629&langId=en>.

**The beneficiary shall submit each year an annual technical and financial report, along the lines of the final technical report (see above).** In setting up the action, beneficiaries must foresee the necessary funding for monitoring and reporting to the Commission. For events, it is important to get from participants their specific consent by a statement or by a clear affirmative action for processing and transferring their personal data also to an external contractor responsible for the monitoring of the EaSI Programme. Beneficiaries/contractors should therefore inform all participants via a privacy statement that is not only published online, but is also provided individually to each participant (e.g. as part of the e-mail where the beneficiary/contractor first contacts the individual concerned) that the Commission/external contractor would be processing their personal data. Beneficiaries/contractors have to be able to demonstrate that consent was obtained subject to conditions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data (i.e. keep a record that shows how the consent was obtained and whether it was valid) and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

A model privacy statement is available on the Europa website of the EaSI Programme: <https://ec.europa.eu/social/main.jsp?catId=1081&langId=en&furtherCalls=yes&callType=2>."

**93. I would like to enquire what specific number is the one required in the following items within the SWIM Grant application form:**

**Item "A.1.12 Registration number" in the Applicant section.**

**Item "B.1.12 Registration number" in the Co-applicants section.**

*Answer :*

*It concerns the official registration No of the company.*

*Should you have any technical issues please contact "empl-swim-support@ec.europa.eu"*

**94. Is it possible to present the project proposal as a single entity and adding only associated partners in which carry out the experimentation of the model that will be developed during the project?**

*Answer :*

*Please refer to item 6.2c "Consortium" of the Call for proposals which mentions :*

*The grant shall be awarded to a consortium of stakeholders (lead applicant and co-applicants), based on the following eligibility criteria:*

- i. The lead applicant must be a public authority at central, regional or local level, or a body governed by the public law.*
- ii. The lead applicant and co-applicants must together cover the following three:*

- (i) body responsible for granting or administering minimum income benefits (or similar social safety net cash benefits),
  - (ii) body delivering active labour market policy measures, namely public or private employment services,
  - (iii) body delivering social services and/or enabling goods and services, namely various public and non-profit organisations providing in-kind benefits and support services to vulnerable households.
- iii. At least one of the co-applicants shall be a non-governmental organisation.
- iv. At least one co-applicant shall be from another EaSI Participating Country than the main applicant. (Such partner must be a body fulfilling the criteria under point b.)
- and to item 6.2.e of the call “Associated organisations” which mentions :
- An associate organisation can participate in the action, but may not declare eligible costs.

**95. I would kindly like to ask for the minimum requirement of the number of consortium partners within the call.**

**Can a public university be a coordinator?**

*ANSWER : See answers to questions 85 + 19*

**96. Can a proposal be submitted by the NGO and a Local Authority, without the involvement of the central Government?**

*ANSWER : As mentioned in the answer to question 85 :*

*“i. The lead applicant must be a public authority at central, regional or local level, or a body governed by the public law.”*

**97. Do we need an innovative methodology to start with (so at the beginning of the project) which will be tested or is it the purpose that we end up with an innovative methodology (so at the end of the project) which we have tested; so that we can build the methodology while working on the project.**

*ANSWER : As mentioned under item 1.4 “main purpose” of the Call for proposals:*

*“This call for proposals aims to support existing or new partnerships (see section 6.1) in testing innovative approaches supporting in particular the delivery of Principle 14 of the European Pillar of Social Rights.*

*This multi-stakeholder innovative approach integrates three strands:*

- 1) the provision of adequate minimum income benefits;*
- 2) activation services supporting the access to employment and*
- 3) effective access to enabling goods and services.*

*Effective coordination between the local, regional and national authorities, as well as cooperation with all relevant stakeholders, such as social partners, non-governmental organisations and service providers is crucial.*

*This call supports policy innovations and experimentations implemented at a small scale and within conditions that enable their impact to be measured, prior to being replicated on a larger scale if the results prove convincing. This allows policymakers and service providers to gather robust evidence on the effects of a given policy innovation, and to determine what does and does not work. Producing objective empirical evidence on the impact/outcomes of a social policy innovation is important in view of taking decisions on whether or not to pursue or scale up these policies either through the ESF+ or from other sources.”*

**98. If we partner with a counterpart department in another EU member state (we are the Department of employment affairs and social protection)**

**would we need an additional co-applicant which is another non-governmental organisation or can we just co-partner with the other Department? If we can partner with the counterpart Department in the other member State we would consider affiliated and associated partners who are non-governmental agencies.**

*ANSWER : In compliance with section 16 of the Call text, headed “communication”, in order to ensure equal treatment of the potential applicants, the Commission will not give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities.*

*We kindly invite you to consult the relevant Call text, under point You should fulfil what is mentioned in the Call item 6.1c) “Consortia”*

*The grant shall be awarded to a **consortium of stakeholders** (lead applicant and co-applicants), based on the following eligibility criteria:*

- i. The **lead applicant** must be a **public authority** at central, regional or local level, or a body governed by the public law.*
- ii. The **lead applicant and co-applicants must together cover** the following three:*
  - (i) body responsible for granting or administering minimum income benefits (or similar social safety net cash benefits),*
  - (ii) body delivering active labour market policy measures, namely public or private employment services,*
  - (iii) body delivering social services and/or enabling goods and services, namely various public and non-profit organisations providing in-kind benefits and support services to vulnerable households.*
- iii. **At least one** of the co-applicants shall be a **non-governmental** organisation.*
- iv. **At least one** co-applicant shall be **from another EaSI Participating Country** than the main applicant. (Such partner must be a body fulfilling the criteria under point b.)*

**99. After reading the call for proposal I have to say that something is not clear for me. On page 14, it is said that to be eligible, the lead applicant and co-applicants must be one of the following:**

- public authority ....**
- non-profit organisation**
- research centres...**
- civil society organisations**
- social partner organisation «**

**But on page 15 it is said « the grant shall be awarded to a consortium of stakeholders based on the following eligibility criteria :**

**- the lead applicant must be a public authority at central, regional or local level, or a body governed by the public law”**

*ANSWER : On page14 you refer to the “type of entities” while on page 15 you refer to the Consortium. Moreover as mentioned under item 10 “Evaluation procedure” :*

*The composition of applications is detailed under section 17.*

*The **applications will be examined and assessed by an evaluation committee** with the possible assistance of external experts following the below procedure:*

- i. **Assessment of the eligibility and exclusion criteria** If the examination of the application reveals that it does not meet the eligibility and exclusion criteria stated in **sections 6 and 7**, the application will be rejected on this sole basis.*
- ii. **Assessment of the selection criteria** The pre-selected applications will be evaluated against the selection criteria (i.e. financial and operational capacity of the applicants (see section 8)) and only those which satisfy these criteria will be further assessed.*
- iii. **Assessment of the application against the award criteria** The application will be assessed against the award criteria (see section 9).*

**100. The question is**

- a) whether this programme is aiming for more research activities in the projects? I have seen that previously accepted projects are pure research and not involving the societal interventions necessary for supporting the most vulnerable situations.**
- b) Also would be easier to explain this through the phone to you if possible would appreciate you sharing a phone number.**

**ANSWER**

- a) For the aim of this call please refer to the FAQ's answer number 1*
- b) For contacting us please refer to the FAQ's answer number 18*

**101. I'd like to ask whether**

- I. The following services can be covered from the project budget?**
  - a. Renting cars (for the mobile teams involved in the Project)**
  - b. Salary costs of all personnel (about 40 personnel as driver, social worker, other field personnel, etc.) that will take part in the project**
  - c. Equipment costs**
  - d. In-kind supports for disadvantaged people**
- II. Regarding 8 years of experience and C1 level English knowledge for the project coordinator, do these requirements compulsory for both the lead applicant and co-applicants?**
- III. Are there any restrictions for the project budget (i.e. min-max limits for a single project, or any restriction on budget items?)**
- IV. Should the co-financing be covered in cash? Or the personnel salaries of the applicant that assigned to the project fall under the scope of co-financing?**

**ANSWER**

*Ia – as mentioned under*

*4.2.2.4 Administration costs (Heading 4 of the budget form) of the Financial Guidelines  
Depreciation for purchase of equipment: the purchase cost of equipment or other assets (new or second-hand) is eligible provided that it is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices and has been purchased in accordance with the procurement rules indicated above if the purchase occurred within the implementation period.*

*The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;*

*Only the portion of the equipment's, depreciation, rental or lease costs corresponding to the period of eligibility for EU funding covered by the grant agreement and the rate of actual use for the purposes of the action may be taken into account by the Commission.*

*Ib – as mentioned under*

*4.2.2.1 Staff costs (Heading 1 of the budget form) of the Financial Guidelines*

*The costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary's usual policy on remuneration.*

*Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also include additional remunerations, including payments based on 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.

Moreover as mentioned under item 2.2 of the Call for proposal :

**Note that minimum income cash benefits as such (as defined by the legislative framework within the EaSI Participating Countries) are not to be funded under the call.**

Ic – please refer to answer Ia

Id – as mentioned under item 5 of the Financial guidelines :

The **expenditure** that is committed to the implementation of the action **must be justified by invoices, payslips, timesheets, ... or equivalent supporting documents**, in order to be accepted

as actual expenditure. It must also relate to actual rather than budgeted costs<sup>25</sup>.

Justifying documents should not be attached to the final cost claim provided by the beneficiary but they must be kept on file for a period of five years (3 years for low value grants) after the final payment, and make them available to the Commission upon request. This obligation concerns all documents used to draw up the final costs claim including those of the co-beneficiaries and affiliated entities if applicable.

II – as mentioned under item 8.2 “Operational capacity” of the call :

**Applicants [lead and co-applicant(s)]** must have the professional competencies, as well as the appropriate qualifications necessary to complete the proposed action. Applicants must bring together the right skills, experiences and competences to manage the overall social innovation process including the underlying diagnosis, implementation, reporting and dissemination of the action.

**In particular, applicants must have:**

- Carried out projects covering the areas targeted in this call for proposals in the last three years;
- The necessary operational resources (technical, management, human) to carry out the action;

**A very good command (C1 level) of English, at least 8 years of experience in project and team management and at least 8 years of experience in the area relevant for the call are required for the coordinators of both the lead and co-applicants**

III – as mentioned under item 1 of the Financial guidelines:

Under no circumstances shall the same costs be financed twice by the Union budget

Moreover, as mentioned under item 4 of the call for proposal

The total budget earmarked for the EU co-financing of projects under this call is estimated at **10 000 000 EUR**.

The Commission **expects** to fund **around 8** proposals.

The Commission reserves the right not to distribute all the funds available.

The Commission reserves the right to increase the amount of the funds in case of available funds and distribute them to proposals admitted on the reserve list, if any. This top-up of the budget is limited to 20% of the initial budget of the call.

And under item 4.2 of the call for proposal:

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 sources other than the European Union budget<sup>[1]</sup>.

IV – Please refer to the answer to the above question number 25.

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<sup>[1]</sup> Letters of commitment are required from [any associate organisations and] any third party providing financial contributions to the eligible costs of the action (see checklist, point 5).

**102. Can projects that include setting up the necessary structures, reaching out to the persons/households in need and evaluation of the impact of the project activities, be implemented in more than one country beyond exchange visits, capacity building and similar activities?**

**ANSWER**

*Regarding the aim of the Call please refer to FAQ's answer to question number 1.*

*Regarding the activities please refer to to FAQ's answer to question number 30*

*Regarding the transnational part of your question please refer to FAQ's answer to question number 9 and 91J*

**103. İstihdam ve Sosyal Yenilik Programı Sosyal Yenilik Teklif Çağrısı bilgilendirme toplantısına katılım sağlamak istiyorum. Yönlendirdiğiniz linkte ise benden "meeting number/host's room ID" istenmekte. Bunu nasıl edinebilirim?**

**ANSWER**

*Please refer to the answer to the above question number 73.*

**104.**

- a) Nous comprenons que ce consortium peut être à forte dimension locale, avec un partenaire européen. La limite du nombre minimum de partenaires locaux n'est pas précisée, pourriez vous indiquer le nombre minimum ? Est-il possible par exemple d'avoir un consortium avec une municipalité, une association locale, et une association/fédération européenne ?**
- b) Quel doit être le rôle du partenaire situé dans un pays autre que celui du Lead Partner ? Quelle doit être sa nature, peut-il être une association, une autre collectivité locale ? En d'autres termes, comment devons nous comprendre son rôle ? S'agit-il par exemple d'un échange entre villes ou associations, une fois qu'une solution innovante a été développée au niveau local, pour être diffusée à un niveau européen ?**
- c) Nous avons noté que les "minimum income benefits" ne font pas partie des dépenses éligibles à la subvention européenne. Mais s'agit-il uniquement des prestations délivrées par l'Etat ou les collectivités ? Est-ce qu'une aide financière pour un public vulnérable pour enclencher un processus d'insertion pourrait être accepté ?**

**ANSWER**

*a) Please refer to the answer to FAQ number 92 and 93*

*b) Please refer to answer to FAQ number 92*

*c) Please refer to answer to FAQ number 57 and 70*

**105. We are interested in the Call and we need to know if it's possible for our agency to participate like co-applicants.**

**ANSWER**

*Please refer to the answer to FAQ number 30, 65, 71 and 74*

**106. Considering the importance of the Call for Proposals VP/2020/003 - Establishing and testing integrated interventions aimed at supporting people in (the most) vulnerable situations (and other calls from your DG), we suggest they are available in all languages since language skills can be an obstacle for a good understanding of the call and therefore good applications.**

**ANSWER**

*As mention under item 16*

*Any requests for additional information must be made by e-mail only to the coordinates stated below.*

*All enquiries must be made by e-mail only to:*

*empl-vp-2020-003@ec.europa.eu*

*For any technical issues please contact: empl-swim-support@ec.europa.eu*

*Although please note that as mentioned under item 2.2.6 of the call,*

*In view of the above described transnational activities, the partners in the consortia will need to have a good command of the English language.*

**107. I would like to ask regarding the application.**

- a) Is Consortium required for application, or can Local NGO apply and after that during the implementation period contribute with local authorities,**
- b) if not regarding consortium; for local authorities can it be (University privet or public, municipality, Chamber of commerce or industry, )**

**ANSWER**

*a) Please refer to the answer to FAQ number 85 – 92 – 93*

*b) Please refer to the answer to FAQ number 19*

**108. I'm wondering if it is necessary that each of them appear as partner in the project or we, as CCB, can be the partner on the proposal and within our staff involving also employees of our members (reporting their payslips).**

**ANSWER**

*In compliance with the section 16 of the Call text, headed "communication", in order to ensure equal treatment of the potential applicants, the Commission will not give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities.*

*We kindly invite you to consult the relevant Call text, in particular points 6.1b) "type of entities" and 6.1c) "Consortia".*

**109. We are an organization of the Human Rights Committee in xxx and we deal with the protection of human rights of marginalized and vulnerable groups. In our municipality, there is also a place in xxx where 2 different kind of community live together. We have information that the one community without any reason deprived the citizens of the other community of residence and personal documents. We want to implement the project and determine the real situation and let's return their personal documents. Do you help this type of project ?**

**ANSWER**

- For the aim of the call, please refer to the FAQs' answer number 1 and 2
- Regarding the eligibility of your proposal refer to the FAQs' answer number 30, 65, 71 and 74

**110. Hi, I would like to know if for Easi program VP/2020/003 there is a minimum and maximum budget limit to submit.**

**ANSWER**

*Please refer to FAQs answer number 14*

**111. Je vous adresse ce mail pour vous poser quelques questions concernant l'appel d'offre EaSI dont la date limite d'envoi est le 15 Octobre 2020:**

- a) Notre projet consiste à créer xxxx regroupant un centre de soins et ateliers pour personnes âgées, un centre de soins et crèche pour enfants et une cafétéria. Les deux centres seront distincts l'un de l'autre mais les personnes âgées et les enfants vont se regrouper pour pouvoir réaliser quelques activités ensemble. Le thème de notre projet répond-il bien aux critères recherchés pour cet appel d'offre?**
- b) 30% du budget de ce projet est consacré au personnel allant être recruté? Est-ce un taux excessif?**
- c) Dans le guide publié en anglais, la construction de bâtiments n'est pas autorisée. Cependant, est-il possible d'acheter des containers ou d'en louer? Ce n'est pas très net selon moi dans le guide?**

**ANSWER**

- a) Regarding the eligibility of your proposal refer to the FAQs' answer number 30, 65, 71 and 74*
- b) As mentioned under item 4 "The Estimated Budget Of The Action" the budget must be detailed and balanced*
- c) According to the provisions of the financial guide (see extract below), the purchase of capital goods is eligible regardless of the type of good, which also includes containers*

*Depreciation for purchase of equipment<sup>18</sup>: the purchase cost of equipment or other assets (new or second-hand) is eligible provided that it is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices and has been purchased in accordance with the procurement rules indicated above if the purchase occurred within the implementation period. The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;*

*Only the portion of the equipment's, depreciation, rental or lease costs corresponding to the period of eligibility for EU funding covered by the grant agreement and the rate of actual use for the purposes of the action may be taken into account by the Commission.*

*On the other hand, a general eligibility condition request that the beneficiary has to demonstrate to the Commission (and the Commission has to accept it) that these containers are necessary for the implementation of the project. (point 4.2.1 c) of the Financial guide). It is therefore up to the evaluators to decide on the advisability of such a purchase.*

**112. I have a question regarding the target group of the call, which is defined as "people in vulnerable situations and those facing the greatest barriers to social and labour market integration. Some of them are minimum**

**income (or other social assistance of last resort) benefit recipients, while others might not benefit from such income support.”.**

**Do these 3 target groups, including the ones receiving unemployment benefits, fit into the call's definition of the target group ?**

**ANSWER**

*Regarding the eligibility of your proposal refer to the FAQs' answer number 30, 65, 71 and 74*

**113. We are a European NGO based in Switzerland. If we understand this proposal right we are excluded from this grant opportunity due the fact that we are based in Switzerland?**

**ANSWER**

*Regarding the eligibility of your proposal refer to the FAQs' answer number 8 and 39*

**114. The Luxembourg minimum income scheme has been reformed early 2019 when the Revenu Minimum Garanti (RMG) was replaced by the Revenu d'Inclusion Sociale (REVIS). Some elements of the reform correspond to part of the call.**

**Q1: ... It was unclear to me whether this setting fits the first point of the call about 'setting up the necessary structures' or whether something else was intending with regard to the structure expected? Also, as you can see, this structure is purely Luxembourgish: is this an advantage or not with regard to the call?**

**ANSWER**

*Regarding the eligibility of your proposal, please refer to FAQ's answer number 65, 79*

**Q2: ... Would it be possible that the policy and the target population that is tested in the framework of this project be part of the already existing Luxembourg REVIS minimum income scheme?**

**ANSWER**

*Please refer to the aim of the call (see FAQ's answer number 1), its objective (see FAQ's answer number 2) and its target group (see FAQ's answer number 69)*

**Q3: The call mentions that an evaluation should be made by external experts. Are those experts to be chosen by the applicants and therefore part of the consortium? If yes, shall the evaluation be prepared with the experts ex-ante?**

**ANSWER**

*External means that they are not included in the consortium. Therefore you find under Annex II of the call a model for tender specification for subcontracting external expertise.*

**115. Could you please confirm me that a Public entity doesn't need to provide for the call in subject:**

- **an audit report even if the applicant asks for a subvention above 750.000 €;**
- **a balance sheet & profit and loss accounts.**

**The applicant and co-applicants will provide the legal entity form, VAT certificate and financial identification form only if the project has been selected which means that these documents shouldn't be integrated in the application form for the 15/10/20.**

**ANSWER**

*As mentioned under the Checklist :*

Notes: highlighted documents **do not need to be provided by public entities**

14	Balance sheet & profit and loss accounts	The most recent balance sheet and profit & loss accounts, including assets and liabilities, specifying the currency used. (Not applicable for grants per applicant below 60,000.00 EUR, neither for public entities.)
15	Audit report	For grants of EUR 750 000 or more per applicant or affiliated entity, an audit report produced by an approved external auditor certifying the accounts for the last financial year available, where such an audit report is available or whenever a statutory audit report is required by Union or national law. If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorized representative certifying the validity of its accounts for the last financial year available. In case of a consortium, the threshold applies to each co-applicant in line with their share of the action budget. Applicants are encouraged to submit the document in English. <b>Not applicable for public entities</b> or for applicants receiving a grant below 60,000.00 EUR.

**116. We have established our consortium with the participation of different countries and started to make necessary preparation for applying the above-mentioned call. However, there are some point of which we would like to clarify. Below are the questions we would like to ask:**

**a) As stated in the project document (part 6), public authority or public agency should be the leader in the project. In our consortium, the project is planned to be carried out in a country where one of the consortium members is located in and not in the leader's country. The main rationale here is to transfer the know-how and to strengthen lives of many by undertaking an effective project. We also did not see any specific note on this, so we were wondering, does this create any problems in our application? — Currently we are two countries in our consortium. Country A will provide both the leader (national public authority) and one of the members (civil society organization), country B will provide members (local authority and civil society organization). The project will be implemented in country B —.**

**ANSWER**

*Please refer to the eligibility criteria as mentioned in the text of the Call under item 6. Moreover also refer to FAQs' answers number 30, 65, 79, 85, 92, 96*

**b) In the project document, it states that 20% of the project will be co-financed by the consortium. Is there any limitation on which member (member or leader etc.) must cover this 20%? In our case, one of the consortium members is planning to cover the indicated percentage. Would you kindly inform us if this is also convenient from your side as well?**

**ANSWER**

*Please refer to FAQs' answers number 64. Moreover please read carefully :*

- item 4.2 of the call which mentions that :  
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 sources other than the European Union budget<sup>[1]</sup>.
- item 2 of the Financial guidelines, which mentions that :  
**"Applicants"** are organisations, which submit a project proposal; **"beneficiaries"** are entities, which sign the grant agreement with the Commission. They are actively involved in the implementation of the action and **are financially engaged**, be it by hiring staff or incurring other costs or by providing a direct financial contribution.

## **117. I have got a few questions about the call:**

### **1. Regarding the evaluation of the project:**

#### **a) does the partner who would make the evaluation be part of the consortium?**

##### **ANSWER**

*Should you speak about external expertise? The answer is in the question. External means outside the consortium.*

#### **b) Do we have to decide who makes the evaluation prior to the beginning of the project or can we leave that flexible and only decide on which criteria the evaluation would be made?**

##### **ANSWER**

*As mentioned in the check-list item 16 "In case of subcontracting where the value of the contracts exceeds EUR 60 000, a copy of the draft tender specifications must be submitted. A model is included in Annex II of this call."*

### **2. Regarding the budget:**

#### **a) the ratio between total assets and the budget required equal or greater than 0,70 means, for instance, that a co-applicant who asks for 100.000 EUR for a project of 30 months has to have at least, as total assets for the same period of reference, 700.000 EUR?**

##### **ANSWER**

*The ratio between the total assets (of co-applicant) and the budget (per co-applicant) has to be greater or equal to 0,7.*

*For example, for 100 000 € of budget, the assets have to be at least 70 000 € (ratio = 70 000/100 000). The assets are given by the balance sheet of the co-applicant. The balance sheet gives usually (between others) the value of the assets at the end of a period, usually the calendar year, but not necessarily. So, the data are not taken over a period of 30 months, but from the data of the last available balance sheet. Moreover co-applicants have to provide the official accounting documents from the last two available years.*

#### **b) In the letter of commitment that each partner of the consortium has to sign, it looks like each of them should provide a financial contribution. Is that the case or the fact that a single partner, in our case the Brussels region, would cover the 20% co-funding is enough? The Brussels region seems to be willing to be an official partner of the consortium but in case they would only co-fund without being part of the consortium would also work?**

##### **ANSWER**

*Please refer to the FAQ's answer number 114 b).*

<sup>[1]</sup> Letters of commitment are required from [any associate organisations and] any third party providing financial contributions to the eligible costs of the action (see checklist, point 5).

- 3. Regarding the scale of the project, i.e. at least 300 clients, would does that exactly mean? In a project like the one we would like to propose, which has as target group homeless people and includes 3 axis (activation of social rights, coaching on access to housing and access to the labour market), what does it mean that 300 clients have to be “involved”? That each one of them has access to at least one of these services? With the budget allocated, it might be hard to reach out to 300 individuals in 30 months.**

**ANSWER**

*Please note that the exact identification of the target groups depends on the specific policy design and eligibility criteria of the minimum income scheme(s) in the country/countries involved, as established by the competent public authorities. Moreover as mentioned in section 16 “Communication” of the Call: “To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, an action or specific activities.” But please also read carefully item 9c) of the call “Methodology, activities and expected outcomes” which - when allocating the points - will use the following criteria :*

- *Target more people;*
- *Reach out to the groups which had not previously been targeted/for which previous actions had failed/or had not brought the required effect;*
- *Reach out to more EaSI Participating Countries;*
- *Provide for a higher level of innovation..*

**118. We have some questions regarding the above call for proposals. These are the following:**

- 1. Please define what „minimum income” means in your understanding? Does it have to be a financial benefit, or it can be in-kind as well?**

**ANSWER**

*Please refer to FAQs [answer number 90b](#)*

- 2. The call states: „The project should be of a sufficiently large scale (involving at least 300 clients per project) for the intervention to reach a reasonable and representative critical mass and provide a significant evidence base.". What percent of these 300 clients need to receive minimum income in the frame of the project? What if some of them are already receiving some kind of financial aids/benefits?**

**ANSWER**

*The methodology used is part of the award criteria, so it is up to the Evaluation Committee to evaluate it. For this please refer to the FAQ’s answer number 79.*

- 3. 1.4. Main purpose. The call says: „Effective coordination between the local, regional and national authorities, as well as cooperation with all relevant stakeholders, such as social partners, non-governmental organisations and service providers is crucial."**
- **please clarify how you define „social partners”**
  - **Do we have to name all the authorities we aim to cooperate with, even if they are not co-applicants? I.e. our co-applicant will be a local municipality, do we still have to name national authorities?**

**ANSWER**

- a) **Social partners** are defined [under item 6.1 b\)](#) “social partner organisation at European , national or regional level (in application of Article 197 2. I of the Financial Regulation, social



partner organisations without legal personality are also eligible provided that the conditions of the Financial Regulation related thereto are met ). These include the European social partner organisations that are consulted in accordance with Article 154 TFEU (an up-to-date list of these organisations can be found under "List of consulted organisations" on webpage <http://ec.europa.eu/social/main.jsp?catId=329&langId=en>), as well as other European-level social partner organisations that are not included in this list, but who are for example involved in the preparation and launch of European social dialogue at sector level."

- b) **name all the authorities we aim to cooperate with** : you are the only one to know with whom you will have to cooperate since you have to settle your consortium. For this point also refer to FAQs' answer number 85, 89 and 91H

**119. I would like to ask information relating to the lead organisation of the project: "Establishing and testing integrated interventions aimed at supporting people in vulnerable situations". Is that possible for "X Human Service Centre" to be the lead organisation if it is an individual organisation, but maintained and supervised by the Local Government of a district in Y?**

**ANSWER**

As mentioned under item 6.1. c) of the call the grant shall be awarded to a consortium of stakeholders (lead applicant and co-applicants), based on the following **eligibility criteria**:

- i. The **lead applicant must be a public authority** at central, regional or local level, or a body governed by the public law.
- ii. The lead applicant and co-applicants must together cover the following three:
  - body responsible for granting or administering minimum income benefits (or similar social safety net cash benefits),
  - body delivering active labour market policy measures, namely public or private employment services,
  - body delivering social services and/or enabling goods and services, namely various public and non-profit organisations providing in-kind benefits and support services to vulnerable households.
- iii. At least one of the co-applicants shall be a non-governmental organisation.
- iv. At least one co-applicant shall be from another EaSI Participating Country than the main applicant. (Such partner must be a body fulfilling the criteria under point b.

As mentioned in chapter 16 'Communication' of the Call,

"To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities".

**120. Our questions are therefore:**

- a) **Can one of the co-applicants – other than the lead applicant - take on the official Coordinator role and be named as the Coordinator of the action in the Grant Agreement with DG Employ?**
- b) **Or – if this is not possible – can the internal Cooperation Agreement between the beneficiaries rule that the Coordinator role will be executed by one of the co-beneficiaries and not the lead, not the public authority?**

**Our lead applicant has the operational, financial and project management capacities to be the Coordinator – but its status as a government body does not allow them to take on liability for other co-beneficiaries (and outside the country).**

**ANSWER**

As mentioned in Point 2 of the Financial Guidelines joined to the Call Text, "the grant agreement will detail the specific obligations of the beneficiary and, where appropriate, of the coordinator

and the other beneficiaries. For projects led by a consortium, the lead applicant and co-applicants shall agree – preferably in writing – upon appropriate internal arrangements, consistent with the provisions of the grant agreement, for the proper implementation of the action”

Please also note that According to article I.11 of the Grant Agreement attached to the text of the call ([see here](#)), the financial responsibility of each beneficiary is limited to its own debt, including any amount unduly paid by the Commission as a contribution towards the costs incurred by its affiliated entities.

**121. con riferimento al paragrafo 8.2 – Operational Capacity, in che modo deve essere dimostrato il livello C1 di conoscenza della lingua inglese da parte del “project and team management ..... of both the lead and co-applicants”?**

**ANSWER**

Regarding the operational capacity it refers both to lead and co-applicants please refer to FAQs’ answer number 21, 53, 91N and 101II

Concerning the proof of the English language, it should be done via the EU CV knowing that an official proof could always be requested.

**122. As potential applicants for the EaSI call with reference VP/2020/003, we would like to ask for the following clarifications:**

- a) Are there any similar calls scheduled for 2021 or further?**
- b) What are the specific formalities for expenses presentation (such as specific rules, stamp requirements, official forms, etc)?**
- c) Must the project include human resources (salaries) for each (all) partner?**

**ANSWER**

- a) We cannot answer you, you should regularly check the Employment, Social Affairs & Inclusion webpage <https://ec.europa.eu/social/main.jsp?catId=629>
- b) Please read carefully the Financial Guidelines document which has been published with the call and more precisely item 4.2 related to the eligible costs. You will then read that “Expenditure must include the estimated costs exclusively for the implementation of the action.” and “The beneficiary's internal accounting and auditing procedures must permit a direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents. Documentation justifying costs must be kept by the beneficiary for five years following the Commission's final payment (three years for low value grants).”
- c) Please read carefully the Financial Guidelines document which has been published with the call and more precisely item 4.2.2.1 related to Staff costs (Heading 1 of the budget form)

**123. With reference to section 6.1 of the call, is it possible for a private profit-oriented organisation to participate in a consortium because of specific competences in social policy planning and in supporting the implementation and strengthening of integrated services, if the participation is based on a non-profit rule?**

**ANSWER**

Please refer to FAQ’s answers number 11, 68 and 72.

**124. I'm contacting you to request some clarifications:**

- 1. Regarding Eligibility Criteria, what does “body responsible for granting or administering minimum income benefits (or similar social safety net cash benefits)” mean? Could you give some examples?**

**2. Regarding 8 years of experience and C1 level English knowledge for the project coordinator, do these requirements compulsory for all co-applicants?**

**3. Can a co-applicant subcontract some of his tasks related to his action in the project?**

**ANSWER**

1. There are no example since this is the first time such a call is issued but it has to be a body which will be responsible for granting or administering minimum income benefits
2. As mentioned under item 8.2 "Operational capacity" : A very good command (C1 level) of English, at least 8 years of experience in project and team management and at least 8 years of experience in the area relevant for the call are **required for the coordinators** of both the **lead and co-applicants**.
3. As mentioned under item 17.1 "Instructions for the presentation of the application" "In case of **subcontracting any tasks comprising part of the action** (see the Financial Guidelines), the description of the **action must provide details on the tasks** to be subcontracted **and the reasons for doing so** and these **tasks must be clearly identified** in the budget. **Core tasks** as defined in section 6.2(c) of the call **cannot be subcontracted**."

As mentioned under item 4.2.2.3 Costs of services of the financial guidelines : "Nevertheless, if the personnel does not have all the skills required, where justified and necessary, specific tasks that are part of the action (except the core tasks defined in the call document) may be executed by another person or organisation by means of a contract between one or more of the beneficiaries and a subcontractor." But please note that as mentioned under the same item that "Implementing contracts and subcontracting between beneficiaries (and if applicable, between beneficiaries and affiliated entities) is not allowed."

**125. Can you please provide clarification on the questions below:**

1. In the document you have stated a multi-stakeholder model, does this mean a consortium bid?
2. You have stated 'supporting people in (the most) vulnerable situations'. Does this include asylum seekers, undocumented migrants and clients who do not have access to public funds? Does it include all refugees, migrants and asylum seekers regardless of their status?
3. Can you please provide more information around cash services? What outcomes would you like to see in regard to providing cash benefits?

**ANSWER**

1. As mentioned in blue in the Annex II "multi-stakeholder model": « Annex to be inserted only if option 2 has been selected under Section 13 Financial Provisions Procurement, and the corresponding document has been included in the checklist".
2. Please refer to FAQ's answer number 69.
3. Please refer to FAQ's answer number 69 and 90c.

**126. I have a question, in your official opinion is this eventual delay possible or not? In other terms, if we won't be able to send the original documents within 15th of October will we risk to be excluded from the evaluation?**

**ANSWER**

Please refer to FAQ's answer number 5 + refer to the timetable under item 3c of the Call

**127. From the same entity :**

**1 - Will our target of 300 people be specific to those progressed to employment or can we include all the family unit members**

**2 - Do we need a partner from another member state for this project**

**ANSWER**

1. Please refer to the red initial/last sentence as well as the FAQ's answers number 30,65, 71, 74, 77, 79, 90d).
2. Please refer to the FAQ's answers number 8, 9, 10 and 39.

**128. Is it possible to rent and/or buy containers as part of the call for tenders "Easi Establishing and testing integrated interventions aimed at supporting people in (the most) vulnerable situations"**

**We can not building construction, it's well written in the budget but it isn't clear for the location or buying containers? Please help me quickly.**

**ANSWER**

*Please refer to the FAQ's answer number 101 la).*

**129. Dear, is there a place where we can find out about entities that are looking for partners to present a project in the call Call for Proposals VP/2020/003 "Establishing and testing integrated interventions aimed at supporting people in (the most) vulnerable situations"?.**

**ANSWER**

*Please refer to the FAQ's answer number 12.*

**130. It would be possible that a co-applicant (in this case a local authority), can provide the 20% of co-financing of the lead applicant and some (or all) of the other co-applicants? Or is the lead applicant forced to co-finance at least their 20%?**

**ANSWER**

*Please refer to the FAQ's answers number 64 and 114b.*

**131. Can we render the payment in the form of pocket money, subsistence or micro-credit during the training period for the most vulnerable groups that we plan to train with the project budget? If we can, is there a certain daily, weekly or monthly amount?**

**ANSWER**

*Please refer to the FAQ's answers number 91Q and 92c.*

**132. We have a Public Employment Services (PES) which wants to participate as a donator to the project and will not ask for any European funding in the project. As I don't see in the call of proposals and in the FaQ if Third Parties are eligible for this call. Could you confirm if third parties are eligible or which statutes I should give to this PES.**

**ANSWER**

*As mentioned in the Financial Guidelines attached to the text of the call (Point 2), "Other entities outside beneficiaries, affiliated entities and associate organizations are considered as third parties. Third parties can provide a financial contribution to the implementation of the action if these are specifically assigned by the third party to the financing of the eligible reimbursable costs of the action. Such third parties are not involved in the implementation of the action. "*

*Moreover, the checklist at the end of the call text states that "third parties are required to submit a letter of commitment to specify the amount of any funding provided" (Page 31).*

**133. I would be grateful if you could provide clarifications on the following questions:**

**a) Our country is applying as part of consortium with another two EaSI countries. If one country is not sure if the on-line employability services provided the public body (a university) are best suited to their pilot's participants' needs is it possible to: i) replace them with another co-applicant after the application's deadline or ii) or not include them in the application but undertake a tendering process instead for the selection of suitable employability courses after the application is submitted.**

**ANSWER**

*Reference would be made to the one mentioned under "condidiotns of rejections" under item 6.3. Ineligible activities of the call :*

*"If a single applicant is not considered to be eligible, the application will be rejected.*

*For consortia, if the lead applicant is considered not to be eligible, the application will be rejected.*

*If a co-applicant is considered not to be eligible, this organisation will be removed from the consortium. The related activities and costs of the removed applicant will be removed as well from the proposal. The eligibility of the modified consortium will then be re-evaluated without them. If the application is accepted for funding, the work plan and budget will have to be adapted as appropriate."*

**b) As a three country consortium and the coordination of responsibilities by the lead applicant is it possible to have a sub-coordinator in the other two countries instead of dealing with all individual beneficiaries from each country? This would help to better co-ordinate the administration of the project and save time to focus on other parts of the Action.**

**ANSWER**

*Please refer to FAQs' answer number 91g and 124 item 3*

**134. I would like to ask you if prisoners can be beneficiaries to this call?**

**ANSWER**

*See section 16 "Communication" of the Call:*

*"To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, an action or specific activities."*

**135. We are a Consortium consisting of three different countries and are submitting a proposal for the Call VP/2020/003. All three countries have different social welfare systems and our proposed models although have the same aim, to enhance employability and social inclusion for lone parents, will be implemented in different country specific contexts. The adoption of the exact same methodology in all three countries is proving very challenging as the partners have different access to data and comparison mechanisms. We can however utilise similar metrics and measure the same outcomes. Furthermore we can use tools such as the use of identical surveys for the participants in all three countries taken at specific points in time throughout the implementation phase to capture the same type of data which will be used for monitoring and for the**

**overall evaluation. I would thus greatly appreciate if you could advise me about the suitability of this approach.**

**ANSWER**

See section 16 "Communication" of the Call:

*"To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, an action or specific activities."*

**136. Our questions are**

- **Does the call proposal pay for construction costs?**

**ANSWER**

*Please refer to the FAQ's answer number 57.*

- **Should we send this proposal before 15th of October since you deliver the proposal on 15th of October by post and which address and what is your recommendation deadline to send the proposal?**

**ANSWER**

*Please refer to the FAQ's answers number 3 and 5.*

**137. In the same way, I would like to know if you are also considering to extend the deadline for the call for proposals VP/2020/003 on "Establishing and testing integrated interventions aimed at supporting people in (the most) vulnerable situations".**

**ANSWER**

*No extension will be given for this call for proposal. The deadline remains the 15/10/2020.*

**138. A question about the signature of the Declaration on honour, Letter of commitment, Letter of mandate: since most of the public partner use digital signature, is it possible for them to digitally sign the documents and therefore include their printing in the hard copy of the project that to be send by mail/courier ?**

**ANSWER**

*For the documents mentioned below: Declaration on honour, Letter of commitment, Letter of mandate, the electronic signature would not be acceptable. In the current context signed scanned copies of these documents can be sent by email as a temporary measure, but the original copies will have to submitted with the original blue ink signature as soon as possible.*

**139. I'm writing to you regarding Call for proposals VP/2020/003. Although "legal entity form" and "financial identification form" are asked to present for proposals selected for funding in the checklist, they are listed as obligatory in SWIM system as you can see below. Could you please enlighten us about the issue?**

**ANSWER**

*It is compulsory to submit the legal entity and financial identification forms in SWIM before the submission deadline, however originals are required for proposals selected for funding thus can be submitted at a later stage.*

**140. We are Project Development & Support Association from Turkey. We have been preparing to participate in EASI program and we are almost ready to submit to the program. We hope to be and working very hard to be a part of the program because the area that we've been working on really needs**

**the support that you'll give. But we are having difficulty finding an eligible international partner. We would like to know if there are any associations or institutions having the same problem and have applied to you to find a partner. If so, we will be very glad if you can direct us to them so that we can finish our application. Thank you for your support and we'll be waiting for your reply.**

**ANSWER**

*Please refer to the FAQ's answer number 12.*

**141. We have established our consortium with the participation of different countries and started to make necessary preparation for applying the above-mentioned call. However, there are some point of which we would like to clarify. Below are the questions we would like to ask:**

**a) *Regarding Section 15. Procedure for the submission of proposals.* As stated in the Call for Proposals document, one of the means to deliver the proposal is the registered post or express courier service (in addition to the requirement for soft copy submission). It also says that "Evidence of posting or express courier deposit slip must be kept as it could be requested by the European Commission in cases of doubt regarding the date of submission."**

**a) registered post evidence: postmark**

**b) express courier service evidence: deposit slip of express courier service**

**We are a consortium consisting of two or more countries and considering the limited time until deadline (October 15th), is it possible to provide the deposit slip or postmark as a proof if the proposal physically can not reach the European Commission until the deadline? In order words, we will send the soft copies and then will send the hard copy through courier/post, but we have doubts if the hand copy can reach in October 15th without any problem, as mentioned above. Will this create a problem, or can presenting the date of the deposit slip/postmark which is earlier than the deadline, be sufficient?**

**b) *Regarding Section 8.2. Operational Capacity.* Is there any possibility for changing the coordinator and key staff in case the project is accepted or during the project (of course on the condition that the potential new staff will also meet the criteria that is already mentioned in the Call for Proposals)?**

**c) *Regarding SWIM Manula page 28.* In our consortium, rather than the lead applicant, one of the co-partners would like to utilize SWIM and submit the application. As far as we understand from the SWIM Manula, this can be the case. Would you kindly confirm? If so, we as a co-partner will finalize this process and submit the application.**

**ANSWER**

**a)** Please refer to the FAQ's numbers 3, 4 and 5.

*Once the application form is filled in, applicants must submit it both electronically and in hard copy, by the deadline set in the timetable (see section 3).*

*The SWIM electronic application form is available until 24:00 (Brussels time) on the day of the submission deadline. Since the **applicants must first submit the form electronically, and then***

print, blue ink sign and send it by post service or hand delivery by the submission deadline, it is the applicant's responsibility to ensure that the appropriate postal or courier services are locally available on the day of the deadline.

The hard copy of the proposal must be duly blue ink signed and sent in one original, including all documents listed in section 17, by the deadline set in section 3(c), either by **registered post, express courier service or hand delivery.**

Address for registered post or express courier service: The hard copy of the proposal must be duly signed and sent in 2 copies (one marked "original" and one marked "copy"), including all documents listed in section 15, **by the deadline (the postmark or the express courier receipt date serving as proof)** to the following address:

European Commission  
**(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)**  
**Call for proposals VP/2020/003 – DG EMPL.C1**  
J-27 – 01/120  
B-1049 Bruxelles – BELGIUM

Evidence of posting or express courier deposit slip must be kept as it could be requested by the European Commission in cases of doubt regarding the date of submission.

a) **registered post evidence: postmark**

b) **express courier service evidence: deposit slip of express courier service**

**Hand-delivered proposals must be received by the European Commission by 16.00** (Brussels time) of the date indicated in the timetable (see section 3) at the following address:

European Commission  
Service central de réception du courrier  
**(NOT TO BE OPENED BY CENTRAL MAIL SERVICES)**  
**Call for proposals VP/2020/003 – DG EMPL.C1**  
Avenue du Bourget, 1  
B-1140 Evere

At that time, the European Commission's Central Mail Service will provide a signed and dated proof of receipt which must be conserved as evidence of delivery.

**Additional documents sent by post, by fax or by electronic mail after the deadlines mentioned above will not be considered for evaluation** unless explicitly requested in writing by the European Commission.

The applicant's attention is also drawn to the fact that incomplete or unsigned forms, handwritten forms and those sent by fax or e-mail will not be accepted.

- b) Please refer to item 13.2 "Requests for payments (pre-financing and balance) and budgetary modifications" of the Financial Guidelines published with the Call :

**Requests for payments, budget modification and change of a co-beneficiary** are to be submitted:

- electronically in the SWIM IT system together with relevant supporting documents (see address above)
- And by post duly signed by the legal representative together with relevant supporting documents (see section 10 above) to the address indicated in the grant agreement.

**Any other documents including requests for an amendment** with no budgetary modifications are to be submitted exclusively by post/email. They are typically change requests of:

- legal entity of the coordinator
- bank account
- contact details
- Project starting date
- Project end date
- Project duration
- Technical description

To be allowed to log on to SWIM and to access its grant file, the beneficiary will be asked to enter the same credentials (EU Login35) used to submit the grant application.



Request for amendment must be submitted one month before the project end at the latest.

- c) Please refer to item 2 "Definitions" of the Financial Guidelines published with the Call :

**Applicant/s - Beneficiary/ies:**

"Applicants" are organisations, which submit a project proposal; "beneficiaries" are entities, which sign the grant agreement with the Commission. They are actively involved in the implementation of the action and are financially engaged, be it by hiring staff or incurring other costs or by providing a direct financial contribution.

The text of the call will specify, inter alia, the eligibility criteria for applicants, if proposals can be submitted by a single applicant (if selected, a "mono-beneficiary agreement" will be signed) or by a group of several applicants (consortium) (if selected, a "multi-beneficiary agreement" will be signed). The grant agreement model(s) is(are) published with the call text and provides details on the specific obligations of the beneficiary or, in the case of a consortium, of the coordinator and the other beneficiaries.

Where proposals are submitted by several applicants, one applicant must take the role of lead applicant and is called the "coordinator". The other organisations involved in the application are called "co-applicants" and "other beneficiaries" in the grant agreement. The coordinator is responsible for submitting the proposal and signing the grant agreement after having received all the required powers of attorney from the other beneficiaries (please refer to the grant agreement model). Since the coordinator and other beneficiaries will share the financial responsibility, the financial capacity of the coordinator's and of each co-applicant in receipt of an amount of EU grant above or equal to 60.000 EUR6 will be assessed against its share in the action's budget.

The grant agreement will detail the specific obligations of the beneficiary and, where appropriate, of the coordinator and the other beneficiaries.

For projects led by a consortium, the lead applicant and co-applicants shall agree – preferably in writing – upon appropriate internal arrangements, consistent with the provisions of the grant agreement, for the proper implementation of the action.

References to the applicant or to the beneficiary in this document include co-applicants where applications are submitted by a group of applicants and the coordinator and other beneficiaries in the case of multi-beneficiary grant agreements.

**142. We have two questions about the call VP/2020/003.**

- a) **Does the municipality, by operating an Employment Pact Office, meet the definition of eligible applicant type „public authority or public agency expressly mandated in writing by the competent public authorities to assume responsibility for the implementation of the action“?**

**The Employment Pact Office develops and implements training, education and human development and employment programs based real labor market demand and supply in line with its employment strategy.**

**Its aim is to ensure the employment of the direct target group (persons belonging to the Roma nationality, persons under 25 years of age, persons over 50, persons with altered working abilities, public employees, women returning from childcare allowance). Its indirect target groups are employers and organizations whose work and development are supported by its professional cooperation network, counseling service and professional forums.**

- b) **„Deadline for submitting applications 15/10/2020 Swim, Courier and Post: 24:00 Brussels' time (CET).“ Is this the deadline for posting it (certified by postmark) and not the deadline for receipt?**

**ANSWER**

- a) As mentioned under the FAQ's answer number 19:

Public bodies are created under public law to address specific issues of general interest. They have the following features:

- A legal personality distinct of that of the state;
- The capacity to sign contracts in its own name;

and

- The ability to legally sue and be sued in its own name.

Supporting document requested by the European Commission to justify the status (legal entity file) for a public body is a copy of the law, the decree, the resolution or the decision establishing the legal entity concerned.

b) Please refer to the FAQ's answer number 141 a).

#### 143. Please find our question hereunder :

**I. G.3 Executive summary \* (There isn't a specific format, so what kind of a summary are we supposed to write?)**

*Please attach the 'document' to your application by clicking the Browse button. The executive summary should be drafted in English (maximum 2 pages). You should also send this document by post, together with all other requested documents*

**ANSWER:**

Regarding the format: you have the choice of the format. It is a free format text.

Regarding the content, please refer to item 12 of the Call for proposal:

*With a view to disseminating all results obtained and outputs delivered under the grant agreement, the Executive Summary sent with the Implementation Report will be posted on the website of the Directorate-General for Employment, Social Affairs and Inclusion.*

**II. G.4 Letters of commitment/intention \* (Is this letter only for the associated partners?)**

*Please click here to download the template of 'Letter of Commitment'. Must explain the nature of the organisation's involvement and specify the amount of any funding provided. The letter must be written on the official letterhead of the organisation and bear the original signature of the legal representative. Please save it on your computer, complete it and return it by post, stamped and dated, together with all other requested documents.*

**ANSWER:**

Please refer to item 17.2 'checklist' of the Call which mentions clearly that it is for all the co-applicants.

**III. G.6 Proof of registration (Are we supposed to translate the whole law or just the related article?)**

*Mandatory field! Please attach the 'Proof of registration' to your application by clicking the Browse button. A certificate of official registration or other official document attesting the establishment of the entity (for public bodies: the law, decree, decision etc. establishing the entity). You should also send this document by post, together with all other requested documents.*

**ANSWER:**

As mentioned under item 17.2 "checklist" of the call, you have to join "A certificate of official registration or other official document attesting the establishment of the entity (for public bodies: the law, decree, decision etc. establishing the entity). Exclusively in the case of social partner organisations without legal personality: a signed letter of the legal representative certifying his/her capacity to undertake legal obligations on behalf of the organisation."

**IV. G.7 Statutes Mandatory field! (Are we supposed to translate the whole regulation or related articles?)**

*Please attach the 'Statutes' to your application by clicking the Browse button. The articles of association/statutes or equivalent proving the eligibility of the organisation. You should also send this document by post, together with all other requested documents.*

**ANSWER:**

Please refer to FAQ's answers number 41, 42 and 43.

**V. G.10 Declaration certifying the competence of the project team \* (What are we supposed to do exactly?)**

*Please attach the 'Document' to your application by clicking the Browse button. Declaration of the project manager/coordinator certifying the competence of the complete project team to carry out the required task and demonstrating operational capacity. It should include a job specification of the project manager and the persons (from lead applicant, co-applicants and affiliated entities) performing the main task, with a brief description of their outputs related to the subject of the proposal. You should also send this document by post, together with all other requested documents.*

**ANSWER:**

Please refer to FAQ's answer number 101 II.

**VI. G.11 External audit report (Governorate units are institutions that do not have a budget and work with the allocation of funds from the Department of Administrative Financial Affairs of the Ministry of Interior. So what can we do?)**

*Please upload the document for grants of EUR 750 000 or more per applicant or affiliated entity, an audit report produced by an approved external auditor certifying the accounts for the last financial year available, where such an audit report is available or whenever a statutory audit report is required by Union or national law. If the audit report is not available AND a statutory report is not required by law, a self-declaration signed by the applicant's authorized representative certifying the validity of its accounts for the last financial year available. In case of consortium, the threshold applies to each co-applicant in line with their share of the action budget. Applicants are encouraged to submit the document in English. Not applicable for public entities or for applicants receiving a grant below 60,000.00 EUR.*

**ANSWER:**

Please refer to FAQ's answer number 11.

**VII. G.13 Mandate \* (For whom this template of Mandate is necessary? Are the associated partners or transnational partner?)**

*Please click here to download the template of 'Mandate model'. Please save it on your computer and complete it on the official letterhead of the organisation, dated and signed by the authorised legal representative. Then attach it to your application by clicking the Browse button. You should also return it by post, duly signed, stamped and dated, together with all other requested documents.*

**ANSWER:**

Please refer to item 17.2 "checklist" of the Call which mentions clearly that it is for all the co-applicants.

**VIII. G.14 List of main projects \* (Our organisation has managed projects without grant. So what can we add here?)**

*Please attach the 'list of main projects' to your application by clicking the Browse button. A list of the main projects carried out, if any, in the last three years relating to the subject of the call other than those already indicated in the SWIM online application form (section E.3) You should also send this document by post, together with all other requested documents.*

**ANSWER:**

Please refer to FAQ's answers number 21, 31, 53 and 91N.

**IX. G.15 Balance sheet & profit and loss account \* (Governorate units are institutions that work with the allocation of funds from the Ministry of Internal Affairs**

**Department of Administrative Financial Affairs, which do not have a budget. Therefore, we do not have a balance sheet & profit and loss account?)**

*Please click here to download the annex. Please save it on your computer and complete it. The most recent balance sheet and profit & loss accounts, including assets and liabilities, specifying the currency used (not applicable for grants per applicant below 60,000.00 EUR, neither for public entities). Then attach it to your application by clicking the Browse button. You should also return it by post, duly signed, stamped and dated, together with all other requested documents.*

**ANSWER:**

Please refer to the FAQ's answers number 22 and 32.

**x. G.17 Declaration on honour \* (Is this only filled and signed by the lead applicant organisation?)**

**ANSWER:**

Please refer to the FAQ's answer number 15.

**144. We would like to make sure as we send our project par poste, if the exact date of post delivery (registered) is taken into consideration or the date that you receive is more important.**

**ANSWER:**

Please refer to the FAQ's answers number 5 and 141a.

**145. We are Consortium of 3 countries and with I would be grateful if you could advise us which trips are to be costed by Brussels and which by the applicant countries: I understand that the kick off and last experience sharing/networking events are going to take place in Brussels and therefore participants must cost travel and hotel for 2 nights - we are considering 2 people from each country. Two study trips are to take place in other EaSI participating countries. This cost includes travel for two people for 2 nights from each country. The lead application will host the 2 coordination events in their home country so the other two countries will have to cost for travel and 2 nights stay for two people each.**

**ANSWER:**

As mentioned under item 2.2 6 of the Call for proposal,

*Each proposal and their budget must include the participation in **two events** (a kick-off meeting, as well as a final networking and experience sharing meeting) to be organised in Brussels by the European Commission (max. two nights, two people), as well as the organisation of at least **two coordination meetings with all members of the consortium.***

*Please note that – due to the uncertainties – the **meetings might have to take place through web-streaming** (subject to an agreement of the European Commission).*

**146. We have the following questions regarding the current call:**

**Inquiry 1**

**In chapter 2.2. Types of actions to be funded, section 3. Evaluation of the impact of the project activities of the Call for proposals is said that the evaluations should be conducted by outside experts. Is there any strict definition of outside experts? Is it possible to commission an organisation with professionals experienced in the evaluation, or only individual outside experts should be hired?**

**ANSWER:**

Please refer to the FAQ's answer number 91E.

## **Inquiry 2**

The title of section 3. In chapter 2.2. *Types of actions to be funded* is „*Evaluation of the impact of the project*“. However, it is said that the evaluation component of the project is two-fold. The point „b“ of this section goes beyond an impact evaluation and addresses the so-called process evaluation – how the project was conducted in terms of consistency and design with the stated plan of actions and the effectiveness of the various activities of the plan in accordance with the policy relevance detailed in section 2.4.

*Shall each of the following activities be an object of evaluation as required under section 3. Evaluation of the impact of the project in chapter 2.2.:*

**4. Mainstreaming/dissemination and up-scaling**

**5. Transnational cooperation**

**6. Management of the project in chapter**

**ANSWER:**

Yes, the evaluation has to cover all of the above-mentioned activities.

## **Inquiry 3**

In order to integrate the three strands (1. the provision of adequate minimum income benefits; 2. activation services supporting the access to employment and 3. effective access to enabling goods and services) in a project proposal coordinated by a local municipality, is it necessary the project partnership to include the national authorities that provide such services (in our case the Social Assistant Agency and/or the Employment Agency) or the partnership and the provided services can happen with the involvement of the lower levels of these national agencies, functioning at the regional and local levels (i.e. in the applicant municipality), without including the referred national agencies as official co-applicants/co-beneficiaries in the consortium?

**ANSWER:**

Please refer to the FAQ's answer number 91E.

**147. We are writing to you to clarify two elements of the call, namely:**

**a) Are applicants allowed to submit more than one application or to be involved in more than one project? ANSWER: See section 5 “Admissibility requirements” of the Call: “Only one proposal shall be submitted by one applicant, in order to ensure diversity.” à does it apply also for organisations participating as partners? In other words, can an organisation be partner (no leader) in more than one consortium under this call?**

**ANSWER:**

Please refer to the FAQ's answers number 7 and 89.

**b) The organisation I work for is a body delivering active labour market policy measures but is not considered an private employment service but a local development agency. Is it considered eligible?**

**ANSWER:**

Please refer to the FAQ's answers number 30, 65, 71, 74, 79, 92d and 135.

**148. Please find bellow questions for the call for proposals VP/2020/003.**

- a) Is the list of projects to be provided in section “E.1.5 Experience of similar projects” the same or different from the one to be provided in annex “G.14 List of main projects” ?**

**ANSWER:**

The answer is in the title + explanation in SWIM :

E.1.5 Experience of similar projects

G.14 List of main projects”.

- b) For the applicant and co-applicants, must it be the same person as Legal Representative who signs the Legal Entity Form, the Financial identification form, the Declaration on honor, and (co-applicants only) the Letter of Commitment?**

**ANSWER:**

As mentioned in the checklist of point 17 of the Call for proposals, it is the legal representative who has to sign all the official documents.

- c) Could you clarify if public bodies (applicant and co-applicant) are subject to a verification of financial capacity and how ?**

**ANSWER:**

Please refer to the FAQ's answer nr 32.

- d) Does the verification of financial capacity only apply to private co-applicants?**

**ANSWER:**

Please refer to the FAQ's answer nr 22.

- e) Are the two ratios verified for public bodies and how ?**

**ANSWER:**

Please refer to the FAQ's answer nr 32.

- f) Must public bodies provide the Declaration on honor ?**

**Section 8.1 of the Call states “The verification of financial capacity will not apply to public bodies” and FAQ 32 that they don't have to provide the supporting listed documents including the Declaration on honor.**

**VS section 2 Definitions of the Financial Guidelines and FAQ 91-0 state “Since the coordinator and other beneficiaries will share the financial responsibility, the financial capacity of the coordinator's and of each co-applicant in receipt of an amount of EU grant above or equal to 60.000 EUR will be assessed against its share in the action's budget”.**

**ANSWER:**

Please refer to the FAQ's answer nr 32.

- g) For Staff costs, when staff members of the same organisation belong to the same sub-category but have different salaries, should we input them in different lines?**

**ANSWER:**

Please refer to item 4.2.2.1 'Staff costs' (Heading 1 of the budget form) of the Financial guidelines to fill in the document.

**h) Should Travel, accommodation and subsistence costs of External experts be input under Travel, accommodation and subsistence costs or under Costs of Services ?**

**ANSWER:**

As mentioned under item 4.2.2.1 'Staff costs' (Heading 1 of the budget form) "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)".

**i) Do the EC ceilings for DSA and hotel prices (section 4.2.2.2 of the Financial Guidelines for Applicants) apply only in the absence of beneficiary's usual practices ? When the beneficiaries's usual practices exceed the EC ceilings, are the Travel, accommodation and subsistence costs eligible within the limit of the EC ceilings?**

**ANSWER:**

As mentioned under item 4.2.2.2 'Travel, accommodation and subsistence allowances' (Heading 2 of the budget form): Costs of travel and related subsistence allowances are eligible provided that they are in line with the beneficiary's usual practices in force at the time of application. In the absence of usual practices for travel costs, these costs should not exceed the scales approved annually by the Commission.

**j) Could you clarify the difference between "service contract" and "subcontracting" ?**

**ANSWER:**

As mentioned in the Cambridge dictionary :

**Service contract** = a formal agreement between a company and an employee in a high position about their pay and conditions of employment (= rules under which they are employed).

**Subcontracting** = the act of paying an outside person or organization to do work that might normally be done within an organization.

**k) In case of contracting or subcontracting an external provider for assistance to financial management, the financial management would not be delegated to the provider and would remain the activity of the applicant, the external provider would perform a pre-check of the financial management to make sure the financial management is sound with regards to EaSI rules : is it eligible? Is such assistance to financial management service contract or subcontracting?**

**ANSWER:**

Please refer to the FAQ's answer nr 30.

**l) Are costs of equipments purchased/lent/leased before the starting date of the project eligible? If so, must a depreciation rule be applied?**

**ANSWER:**

As mentioned under item 4.2.1 General criteria for eligibility of costs :

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

- a) **be incurred by the beneficiary during the duration of the action**, with the exception of costs relating to final reports and audit certificates;
- b) be indicated in the estimated overall budget of the action attached to the grant agreement;
- c) be necessary for the implementation of the action 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/are 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.



**m) Are full costs of equipments purchased/lent/leased during the project eligible, regardless their use after the project and without depreciation rule?**

**ANSWER:**

Please refer to the FAQ's answer nr 37.

**n) For costs of equipments partly used for the project, must a pro-rata rule be applied?**

**ANSWER:**

Please refer to the FAQ's answer nr 56.

**o) Could you clarify if the costs for externalised evaluation (required by the call) are "service contract" (= External expertise under Costs of Services), subcontracting (= External expertise under Costs of Services), or Specific Evaluation (under Costs of Services) ?**

**ANSWER:**

As mentioned under 4.2.2.3 Costs of services (Heading 3 of the budget form)

**Specific Evaluation:** if the call or the action proposed requires some form of evaluation, monitoring and evaluation methods must be developed, as well as tools to assess, on an ongoing basis, the progress of the action in relation to the objectives defined at the beginning and the results. The cost of such work will be regarded as eligible expenditure, either under Heading 1 Staff costs if the work is done internally or under Heading 3 Costs of services, Specific Evaluation if done by an external expert.

**p) The overheads are limited to 7% of the direct costs: is the percentage up to the beneficiaries (in the limit of 7%)?**

**ANSWER:**

As mentioned under 4.2.3 Eligible indirect costs – Overheads (Heading 5 of the budget form) of the financial guidelines :

Indirect costs are costs that cannot be identified as specific costs directly linked to the project but are necessary to run, manage and administrate the beneficiary's organisation. They are limited to a flat-rate of 7% of the total eligible direct costs for the action.

**q) SWIM calculates the maximum authorised amount of overhead: is distribution of the overhead amount between the beneficiaries up to the beneficiaries? Or does SIWM automatically calculates and applies the overhead amount for each beneficiary?**

**ANSWER:**

Please refer to the FAQ's answer nr 120.

**r) Union Grant amount correspond to the 80% EU co-financing and is automatically calculated by SWIM: is it correct?**

**ANSWER:**

Please refer to the FAQ's answer nr 101 III 4.2.

**s) Contributions correspond to the beneficiarries own ressources to cover the remaining 20% not EU funded: is it correct?**

**ANSWER:**

Please refer to the FAQ's answer nr 14.

**t) Are the beneficiaries own contributions automatically calculated by SWIM on the basis of the full eligible costs, or should we input the amounts manually?**

**ANSWER:**



Please refer to the FAQ's answer nr 64.

**u) Must all annexes G be uploaded before clicking on submit ?**

**ANSWER:**

All items marked with an asterisk are mandatory.

**v) Is there any annex that must not be uploaded before clicking on submit but generated by the submission and attached to the paper application sent by mail?**

**ANSWER:**

Please refer to the Checklist, item 17 of the Call for proposal.

**w) In which format (word, pdf...) must annex G.1 be uploaded ?**

**ANSWER:**

Pdf.

**x) Subcontracting / tasks to be subcontracted must be detailed and justified in question 10 of annexe G.1: must service contracts be detailed and justified as well ?**

**ANSWER:**

Subcontracting and service contracts are two different things.

**y) Must the annex G.2 Cover Letter be uploaded before submitting the application?**

**ANSWER:**

All items marked with an asterisk are mandatory.

**z) Is the "authorised representative" who signs the annex G.2 Cover Letter the same person as the Legal Representative ?**

**ANSWER:**

Yes.

**aa) Is the annex G.4 Letter of commitment compulsory for the co-applicants?**

**ANSWER:**

Please refer to the FAQ's answer nr 143 II.

**bb) Does the obligation to submit the draft tender specification in annex G.12 only apply to subcontracting and not service contract?**

**ANSWER:**

Subcontracting and service contracts are two different things. The text refers only to subcontracting.

**cc) What should contain the draft tender specification? Is it a draft tender?**

**ANSWER:**

As mentioned under item 17.1. Instructions for the presentation of the application : In case of subcontracting any tasks comprising part of the action (see the Financial Guidelines), the description of the action must provide details on the tasks to be subcontracted and the reasons for doing so and these tasks must be clearly identified in the budget. Core tasks as defined in section 6.2(c) of the call cannot be subcontracted.

**dd) For annexes G.2, G.4, G.6, G.7, G.9, G.10, G.13, G.17 : should we upload one supporting document per (co-)applicant or should we merge them into and upload one file?**

**ANSWER:**

You need to upload one supporting document per (co-)applicant.

**149. We will apply this project soon, but there is a question in our mind we would like to ask.**

**Our project will cover elder care and to achieve this, we will need vehicle purchasing/renting. Can you please update us if below rule will also cover renting costs?**

**The following types of activities are not eligible for EU funding: In addition to the ineligible costs specified in section 4.2.4 of the Financial Guidelines, the following types of activities are not eligible for EU funding under this Call: "purchases of land and/or acquisition of immovable property and/or vehicles"**

**ANSWER:**

Please refer to the FAQ's answer number 57.

**150. I am writing to you regarding the Call for proposals on social innovation: EaSI grant, and we were wondering if you clear out few doubts that we have:**

- a) **In the section 8 of the call under operational capacity, it is written that the applicants must have "Carried out projects covering the areas targeted in this call for proposals in the last three years", however Wonderland AI as an organisation is younger than 3 years, therefore we could not comply with this specific requirement. How would this impact our application?**
- b) **In the same section in the part of financial capacity it states following: "For grants exceeding EUR 750 000, an audit report produced by an approved external auditor certifying the accounts for the last 2 financial years available where such an audit report is available...", but again, since we are new organisation, does this mean that in case that we are not able to have audits from few years we could not be eligible?**
- c) **And lastly, in the section 2.2 under Reaching out to the persons/households in need, it is written "The project should be of a sufficiently large scale (involving at least 300 clients per project..", since the beneficiaries of our project would be people with disabilities, and at the moment they are less than 300, would we even be eligible to apply at this stage?**

**ANSWER:**

Since all your 3 questions refer to eligibility, we can only answer :

See section 16 "Communication" of the Call:

*"To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, an action or specific activities."*

**As mentioned in chapter 16 'Communication' of the Call,  
"To ensure equal treatment of applicants, the Commission will not give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities".**

***Disclaimer:***

*"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 prevails. Any requests or replies do not constitute any ground to claim any expectation concerning the selection of the proposal or the award of the grant.*