



**The European Commission**

Call for proposals

**Support for actions promoting a better informed public debate  
about EU enlargement**

EuropeAid/ 126488 /C/ACT/Multi

**QUESTIONS & ANSWERS**

**Update 4 April 2008**

| Question   | Answer   |
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| <b>Eligibility of candidates and partners</b>  |  |
| <p>Could you please provide clarification whether Non-Governmental Organisation from Georgia is eligible to participate in call for proposals in frame of IPA Information and Communication Programme Support for actions promoting a better informed public debate about EU enlargement in the candidate and potential candidate countries</p>            | <p>As specified in the following paragraph, under 2.1.1. of the guidelines for grant applicant, the applicant must<br/> <b>be legal persons and be nationals of a Member State of the European Union, a country that is a beneficiary of the Council Regulation (EC) N° 1085/2006, of 17 July 2006, establishing an instrument for Pre-accession Assistance (IPA), a country that is a beneficiary of the European Neighbourhood and Partnership Instrument, or a Member State of the European Economic Area.</b><br/> An ONG which fulfils all the conditions mentioned under 2.1.1. is eligible.<br/> Georgia, as a beneficiary of the European Neighbourhood and Partnership Instrument is therefore eligible.<br/> However in that case, according to the terms of the paragraph 2.1.2 of the guidelines for grant applicant, one of the partner needs to be from a candidate or potential candidate country.<br/> <b>Applicants must act with partner organisations as specified hereafter.</b><br/> <b>Partners</b><br/> <b>At least two partners (including the applicant) from two different countries (at least one of the partners being from a candidate or potential candidate country - Albania, Bosnia and Herzegovina, Croatia, the Former Yugoslav Republic of Macedonia, Montenegro, Serbia, including Kosovo, Turkey) must participate in the implementation of the project.</b></p> |
| <p>We are a Turkish NGO and would like to apply to the "Support For Actions Promoting A Better Informed Public Debate About EU Enlargement " programme.</p> <p>I was wondering that; as we are already a candidate country as an applicant, in that case are we required to have <u>one EU member state or another candidate country</u> as a partner?</p> | <p>As Turkey is a candidate country, and thus fulfils the condition mentioned under 2.1.2.<br/> <b>At least two partners (including the applicant) from two different countries (at least one of the partners being from a candidate or potential candidate country) must participate in the implementation of the project.</b><br/> The other partner can be from any other eligible countries, as described under 2.1.1.<br/> <b>Be nationals of a Member State of the European Union, a country that is a beneficiary of the Council Regulation (EC) N° 1085/2006, of 17 July 2006, establishing an Instrument for Pre-accession Assistance (IPA), a country that is a beneficiary of the European Neighbourhood and Partnership Instrument, or a Member State of the</b></p>   |

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|   | <p><b>European Economic Area.</b></p>  |
| <p>We are writing in reply to your announcement of competition "Support for action promoting a better informed public debate about enlargement in the candidate and potential candidate countries". We read that applicants must be legal persons and be nations of a Member State of the UE. About it, we would like to know if local authority, in particular municipality, can take part in this competition like applicant or partner</p> | <p>According to the terms of the section 2.1.1. and 2.1.2. of the guidelines for grant applicants, the applicant must – amongst other criteria – <b>be legal persons and Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the same eligibility criteria as applicants.</b> Therefore local authorities, as legal persons, are eligible as applicant or partner.</p>  |
| <p>Can the main applicant be from the BiH and partner from EU state, or vice versa? And could you please explain us the web site development category?</p>  | <p>Concerning the eligibility of applicant and partner :</p> <p>As specified in the guidelines for grant applicant, section 2.1.1. and 2.1.2. Applicant to be eligible must</p> <p><b>Be nationals of a Member State of the European Union, a country that is a beneficiary of the Council Regulation (EC) N° 1085/2006, of 17 July 2006, establishing an Instrument for Pre-accession Assistance (IPA), a country that is a beneficiary of the European Neighbourhood and Partnership Instrument, or a Member State of the European Economic Area.</b></p> <p><b>Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the same eligibility criteria as applicants.</b></p> <p><b>At least two partners (including the applicant) from two different countries (at least one of the partners being from a candidate or potential candidate country) must participate in the implementation of the project.</b></p> <p>Therefore, the applicant and the partner(s) can be from any of the eligible countries, as far as the applicant or one of the partners at least is from a candidate or potential candidate country, and as far as the applicant and the partner are from two different countries.</p> |
| <p>I wish to inquire if Georgia, as a ENP country and having a PCA dating to 1999 is eligible to apply to this programme.</p>   | <p>According to the guidelines for grant applicant, section 2.1.1 , to be eligible for a grant , applicants must</p> <p>"be nationals of a Member State of the European Union, a country that is a beneficiary of the Council Regulation (EC) N° 1085/2006, of 17 July 2006, establishing an instrument for Pre-accession Assistance (IPA), a country that is a beneficiary of the European Neighbourhood and Partnership Instrument, or a Member State of the</p>   |



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| <p>following criteria : "be nationals of a Member State of the European Union, a country that is a beneficiary of the Council regulation (EC) N° 1085/2006, establishing and Instrument for Pre-accession Assistance (IPA) , a country that is a beneficiary of the European Neighbourhood and Partnership Instrument, or a Member State of the European Economic Area".</p> | <p>regulation (EC) N) 1085/2 establishing an Instrument for Pre-accession Assistance (IPA) are Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Montenegro, Serbia and Kosovo (under UNSCR 1244) and Turkey.</p> |
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| <b>Eligibility of actions</b>   |   |
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| <p>Can the actions take place in Armenia and Turkey or should it be only in a candidate country?</p> <p>In the call for proposal there are 5 types of eligible actions mentioned. Could you please clarify if this means that the project to be eligible needs to cover just one type of action (out of the 5) or more than one type of action?</p> <p>Are participants from Serbia and Bosnia and Herzegovina eligible as target group to participate in activities in Croatia ?</p> | <p>As specify under section 2.1.3 of the guidelines "actions must take place in one or more of the following countries: EU Member States and candidate and potential candidate countries". On that basis, actions can take place in Turkey – candidate country – but not in Armenia.</p> <p>Regarding the eligible activities: the project to be eligible has to cover at least one type of action.</p> <p>Eligible actions are described in the paragraph 2.1.3 of the guidelines and candidate and potential candidate countries are respectively Croatia, the former Yugoslav Republic of Macedonia, Turkey and Albania, Bosnia and Herzegovina, Montenegro, Serbia and Kosovo (under UNSCR 1244).</p> |

| <b>Eligibility of costs</b>  |  |
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| <p>Are we allowed to include cost for office rent in to the accounting for office space which is already rent either by us or by our partners ?</p> <p>Is the cost of rent of apartment or house – directly linked to the implementation of the project activities – eligible?</p> <p>What are the operating costs mentioned as uneligible costs?</p> <p>The institution does pay VAT on all the products and services that it purchases. It cannot reclaim VAT taxes. Would our institution, as grant</p> | <p>As mentioned in the guidelines to grant applicant paragraph 2.1.4, "ineligible costs" include "purchase, rent or leasing of land and existing buildings." The cost of rent of office space, apartment or house is not eligible.</p> <p>This means the running costs – any costs incurred by a body for its functioning, including staff costs – not directly and solely linked to the implementation of the project.</p> <p>The guidelines paragraph 2.1.4 "Eligibility of costs" states under "ineligible costs" : "Moreover, according to the implementing rules for IPA, the following expenditure will not be eligible :<br/>- taxes, including value added taxes ...".</p> |

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| <p>applicant, be allowed to cover the cost of VAT taxes from the grant ?</p>  | <p>Therefore VAT cost is not eligible.</p>   |
| <p>When fees for services provided by individuals engaged on the project are paid, the gross payment must include - above the net sum paid to the person - taxes on the fee/payment ,insurance cost. As this type of engagement is not full-time employment, rather it is occasional contract-based work , the state protects the person by ensuring that they receive insurance for this type of work. Would our institution as grant applicant be allowed to cover the taxes and insurance costs from the grant ?</p> | <p>As stated in the guidelines, paragraph 2.1.4 'to be eligible under the call for proposals, cost must respect the provisions of article 14 of the general conditions to the standard grant contract (see annexe F)".</p> <p>The article 14.2 of the general conditions to the standard Grant contract : "Subject to the above and where relevant to the provisions of annexe IV being respected, the following direct costs of the beneficiary and his partners shall be eligible :</p> <ul style="list-style-type: none"> <li>- the cost of staff assigned to the action, corresponding to actual salaries plus social security charges and other remuneration-related costs, salaries and costs must not exceed those normally borne by the beneficiary or his partners, as the case may be, unless it is justified by showing that it is essential to carry out the action";</li> </ul> |

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| <p><b>Miscellaneous</b></p>   |   |
| <p>And could you please explain us the web site development category?</p>   | <p>Concerning request for explanation re "the web site development category" :<br/>There is no further information available concerning the type of action "web site development".</p>  |
| <p>Regarding the implementation, could you specify the way of payment under the mentioned Grant contract? Does the contracting authority envisage to pre-finance the action, if yes, please specify the percentage?</p> | <p>The General Conditions applicable to European Community-financed grant contracts for external actions" (annexe II to the standard grant contract - External actions of the EC - ) specify :</p> <p>in the Article 15 (1) :</p> <p>"Option 1: Actions with an implementation period not exceeding 12 months or where the financing provided by the Contracting Authority does not exceed EUR 100 000</p> <p>The Contracting Authority will pay the grant to the Beneficiary in the following manner:</p> <ul style="list-style-type: none"> <li>• pre-financing of 80% of the sum referred to in Article 3.2 of the Special Conditions following the provisions in Article 4.3 of the Special Conditions.</li> <li>• the balance within 45 days of the Contracting Authority approving the final report in accordance with Article 15.2, accompanied by a request for payment of the balance conforming to the model in Annex V.</li> </ul> <p>....</p> <p>Option 3 : All actions</p> |

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|  | <p>The grant shall be paid to the Beneficiary by the Contracting Authority in one payment within 45 days of the Contracting Authority approving the final report in accordance with article 15.2., accompanied by :</p> <ul style="list-style-type: none"><li>- a request for payment of the balance confirming to the model in annex V,</li><li>- an expenditure verification report if required under Article 15.6. "</li></ul> <p>in the article 15(7) (8) :</p> <p>If the sum total of pre-financing paid and not cleared at any point in time under the Contract is more than 80% of the Contract amount and exceeds EUR 60 000, its payment must be fully covered by a financial guarantee. Where the Beneficiary is a non governmental organisation, such guarantee is requested if the sum total of pre-financing paid and not cleared at any point in time under the Contract is more than EUR 1 million or 90% of the Contract amount. The financial guarantee must be denominated in euro, conforming to the model in Annex VIII and, unless the Contracting Authority otherwise agrees, provided by an approved bank or financial institution established in one of the Member States of the European Community. This guarantee shall remain in force until its release by the Contracting Authority when the total amount of pre-financing under the Contract is once again less than EUR 1 million or after payment of the balance. This provision shall not apply if the Beneficiary is a government department or public body or an international organisation, unless otherwise stipulated in the Special conditions."</p> <p>The "Guidelines for grant applicant", paragraph 2.1.3. specifies that<br/>"The plan duration of an action may not exceed 12 months"</p> <p>Consequently the financing of the actions will be done according to the provisions of the article 15 (1) , option 1 or option 3, according to the choice of the beneficiary, taking into account the provisions of the article 15(7) regarding the financial guarantee.</p> <p>As mentioned at page 19 of the "Guidelines for grant applicant", the standard contract and other documents for information are available at the following address<br/><a href="http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm">http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm</a></p> |
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| <p>Where to find the Annexes mentioned in the guidelines for grant applicants?.</p>  | <p>The call for proposals, including the annexes A,B,C,D, E, are published on Europeaid web site at the following address<br/> <a href="http://ec.europa.eu/europeaid/cgi/frame12.pl">http://ec.europa.eu/europeaid/cgi/frame12.pl</a><br/> where you introduce in the box "reference" the number "126488" and then "submit query"</p> <p>The annexes for information, F, G, are published on Europeaid web site at the following address<br/> <a href="http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm">http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm</a></p>   |
| <p>Will there be any information day/meeting organised regarding above mentioned Programme/Call?</p> <p>Which is the minimum duration allowed?</p> <p>Which is the minimum grant percentage (of total eligible costs) allowed ?</p>  | <p>There will not be any information meeting regarding this call for proposals.</p> <p>There is no minimum duration</p> <p>There is no minimum grant percentage. However indications regarding the minimum ad maximum amounts of grants are mentioned in the paragraph 1.3 of the guidelines to grant applicants.</p>  |
| <p>Regarding section 3 – experience of similar action – of section I of the application form. We are a private firm which has managed several similar actors for clients in both the private a public sector . How should the "Donors to the action " column be completed for actions that have not had donors, but have been paid for by private businesses and public institutions ?</p>                         | <p>Fill in the names of these private businesses and pubic institutions, explain your role (legal status) and the role of your contractors.</p>  |
| <p>We will send our proposal via FEDEX or UPS, so should we send the proposal to the second address ?</p> <p>Regarding the submission of the proposal we would like to know if the closing date of 17 of April 2008 refers to the date in which the proposal should be in Brussels or that in which it could be sent by mail. Could we send the project proposal on April 17, postmarked by the mail service ?</p> | <p>See the guidelines, paragraph 2.2.2 where it is indicated that the first address is for expedition by registered mail, and the second one for hand delivery or delivery by private courier service ,which should be the case if you use the services of the companies mentioned. See also paragraph 2.2.3 of the guidelines regarding deadline for submission of applications.</p> <p>According to the guidelines, paragraph 2.2. "the deadline for the submission of applications is 17 April 2008, as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In case of hand deliveries, the deadline for receipt is at 16.00 hours local time as evidenced by the signed and dated receipt".</p> |