

Frequently Asked Questions

Please note that:

- The deadline for receiving questions is the 20th of March 2003
- Questions will be replied to until the 27th of March 2003

The deadline for the receipt of applications is the 4th April 2003

The frequently asked questions may be updated during the course of the Call for Proposals.

1. Eligibility:

Please note that the **only** countries eligible for this Call for Proposals are contained in the following lists:

***Organisations from other countries may not apply.**

<u>Tacis</u>	<u>Phare</u>	<u>EU</u>
Russia	Bulgaria	Austria
Ukraine	Czech Republic	Belgium
Kazakhstan	Estonia	Denmark
Kyrgyzstan	Hungary	Finland
Tajikistan	Latvia	France
Uzbekistan	Lithuania	Germany
Mongolia	Poland	Greece
	Romania	Ireland
	Slovakia	Italy
	Slovenia	Luxembourg
		Netherlands
		Portugal
		Spain
		Sweden
		United Kingdom

Eligible organisations:

Non Governmental Organisations
Not for profit professional organisations
Local and Regional Authorities

All information relating to rules and procedures may be found in the “**Practical Guide to EC External Aid Contract Procedures**” and the “**Standard Grant Contract for External Aid**”. These documents may be accessed via the following links:

Practical Guide:

http://europa.eu.int/comm/europeaid/tender/gestion/pg/pg_en.pdf

Standard grant contract for external aid

http://europa.eu.int/comm/europeaid/tender/usedoc/cont_typ/c_index_en.htm

Questions:

How many partners are required to form a partnership?
Each partnership requires a minimum of one applicant and one partner. An EU and or Phare country organisation must be in partnership with at least one eligible Tacis country organisation.

Are Partnerships between the three categories of organisation eligible?
No. Partnerships must be between organisations within the same category. For example an NGO with another NGO. Please refer to the Guidelines under point 2.1.2 ‘Partnership and Eligibility of Partners’

Who should be the lead applicant?
The lead applicant may be from a Tacis, EU or Phare country. The lead applicant should have the capacity for overall management of the project including the administrative and financial aspects. The applicant will sign the contract with the European Commission and will be responsible for the financial and technical implementation of the project.

May Partnerships subcontract experts or consultants?
Yes. Subcontracting or the inclusion of experts is eligible for financing as long as the core activities of the project are not carried out by the subcontractor or expert.

Are proposals eligible if they are to be implemented in more than one eligible Tacis country?
No. Proposals must be limited to a single eligible Tacis country.

May Partnerships submit more than one proposal?
Yes. They may submit more than one proposal but limited to a single eligible Tacis country.

What are the requirements to be considered as an NGO or not for profit professional organisation?
The minimum requirements to be considered as an NGO are that the organisation is non-governmental as defined by its statutes and registration and is independent of the state and government influence. An organisation has also to be non-profit making and involved in an area of work that is relevant to the programme.

Can a foundation be considered as a NGO?
Yes a foundation may be considered as an NGO as long as it is independent. Please note that grants to other organisations cannot be financed by the European Commission grant. Refer to P. 11 of the Guidelines under “Ineligible types of activities”

How can I find relevant partners to work with?
There is partner search facility available on the IBPP web-site:
http://europa.eu.int/comm/europeaid/projects/ibpp/partnersearch_en.htm

Should the budget be divided according to the breakdown of the applicant and partners' input or should it cover all costs together?

The budget must be presented as one single detailed document detailing all costs related to the project proposal. Attached to the budget will be the document **"Sources of funding"** where all contributions to the project must be outlined. This budget will be an annex to the contract between the European Commission and the Applicant. **Please refer to Annex B of the application form.**

What are the implications of the 20% financial contribution required from the applicant?

The European Community will co-finance up to 80 % of the total eligible project costs, between a minimum of 100.000 Euro and a maximum of 200.000 Euro. The remaining 20% must be financed from the applicant's own resources or from sources other than the European Community budget. Please refer to the Guidelines under point **1.3 'Size of Grants'**.

Is the 20% co-financing linked to specific budget items?

No the 20% contribution is not linked to any specific budget items. The contribution can cover any of the eligible costs.

If an organisation gets third party funding in addition to the EC grant, is there any specific procedure?

All revenue or funding to a project must be specified in the form **"Expected Sources of Funding"**

What is meant by "In kind" contributions?

"In kind" contributions refer to the money equivalent of the services or materials contributed either on the income side or the expenditure side of the budget. Such contributions often refer to land or immovable property whether in its entirety or in part, durable capital goods, raw materials or unpaid charitable work by a private individual or corporate body. Please note that staff costs are not considered as in kind contributions and are therefore eligible costs.

Are public funds eligible for use as part of the applicants 20% contribution?

If these funds form part of an organisation's usual resource base then public funds are eligible.

Please note point **1.3 of the Guidelines** under **"size of grants"**... The balance must be financed from the applicant or partner's own resources or from other sources other than the European Community budget.

The cost of producing translations of statutes and other documents necessary for an application may be expensive for applicants. May these costs be incorporated into the budget of the project?

No. Costs related to the preparation of proposal applications are not eligible for financing. Please refer to the Guidelines under point **2.1.4 'Ineligible Costs'**.

What are "Eligible indirect costs"?

Such costs cover overhead costs or administrative costs related to the project. A maximum of 7% of the total budget can be taken up by such costs. These should be included under the budget line "Administrative costs".

Do “overhead costs” have to be presented in a detailed breakdown of costs?
It is sufficient to present “overhead costs” under the heading "Administrative costs" as a lump sum, not exceeding 7% of the total eligible costs.

What are ineligible indirect costs?
This refers to organisations that are already receiving a grant from the European Commission to cover their running costs. i.e. their administrative costs. Organisations in receipt of such grants are not eligible to apply for a separate grant from the European Commission.

What is included in Local office/project costs (heading 4 of the budget)?
Local office/project costs cover costs incurred by an office that is set up to implement a project in the partner country specific to the project whereas administrative costs cover overhead costs of the applicant and the partners, which cannot be covered by direct costs.

Are the overhead costs of sub-contractors eligible costs?
No. Sub-contractors may only receive fees.

Staff costs, are they eligible?
Yes. Staff costs are eligible as set out under point, 1.2 ‘Scope of the Programme’ of the Guidelines.

What can be included in staff costs?
Staff costs (unit cost per day for work on the project). May also include other charges such as social security charges and other related remuneration costs as specified in the guidelines for the call for proposals. Staff costs cannot exceed the salaries and charges normally practised by the applicant, nor exceed the lowest rates generally accepted in the relevant market.

How should per diems be calculated?
Maximum per diem rates for each country are set out on the EuropeAid Website under “Procedures”

What are contingencies?
Contingencies (no more than 5% of total eligible costs) are meant as a reserve for unforeseen costs. They may only be used once the European Commission has approved an official request for their use.

Referring to budget lines 5.1, 5.2 and 5.7 what does “Only indicate here when fully subcontracted” mean as found in the footnotes? How do you show costs if they are not subcontracted?
These lines refer to activities that are to be subcontracted and where the project will be invoiced a lump sum for the entire cost of the activity. If activities such as seminars are not subcontracted and are organised by the applicant and partners then many of the costs (for example salaries) will be present in the budget already. Extra costs that are not already present may be shown under heading 7 “Other”.

What are the rules concerning subcontracting?

The rules governing subcontracting are the same as those that govern the applicant and partner. Contractors can only be paid the real costs that they incur and are not allowed to make a profit on their participation in a project. If subcontractors are to be added during the implementation of the project the contract award procedures as set out in the **Standard Grant Contract** will apply. ***Please consult the contract award procedures annex 4 of the standard contract to EC external aid.**

What do Evaluation costs under point 5.4 of the budget refer to?

Evaluation costs cover expenses incurred when the applicant or partner(s) initiates an evaluation of the project. The purpose of such an evaluation would be to gather information on the results of the project compared to its aims. It is not compulsory to include such an evaluation but is recommended.

What is meant by obligatory activities and what do they involve?

Obligatory activities include the opening and closing conferences for the IBPP programme in which a maximum of 4 participants representing a balance between applicants and partners are required to attend.

All recipients of a European Commission grant will have the opportunity to meet each other as well as the Commission staff and be informed of the Commission procedures, rules and regulations concerning European Commission grants. A closing conference will also be foreseen.

Preparatory visits and inception reports (due within one month of the project start date) are obligatory activities.

Please refer to the guidelines **“Obligatory activities”** under point **2.1.3. Eligible projects**. The costs of all obligatory activities have to be foreseen in the budget of the proposal.

How do you budget for the opening and closing conferences?

For each conference each project should foresee an average of 5 per diems per person. Maximum 4 people per project. The location and dates of the conferences will be announced once proposals have been selected. Applicants are advised to budget for per diems of between 150 and 200Euros.

What significance do the priorities hold in relation to the selection of proposals?

Priorities are meant as a guide to the priorities identified jointly by the European Commission and the partner countries. If there is a question over which one of two proposals equal in quality is to be selected, the proposal that adheres closest to the priorities identified will be selected for financing. More than one priority may be addressed in one proposal.

What is the definition of « beneficiaries » and « target groups »?

Beneficiary: please be aware that the term “beneficiary” has different meanings and refers to different concepts throughout the contract, the annexes and the reporting formats. The grant contract is concluded between the European Commission and the beneficiary, i.e. the applicant organisation or contractor. The beneficiary organisation, however, is the local NGO, i.e. the NGO in the beneficiary Tacis country. Finally, the Project or direct beneficiaries are those individuals in the beneficiary countries on whom this project has a direct impact.

Target Group: the target group refers to groupings of people such as victims of trafficking.

How many copies of the application have to be submitted to the Commission?

One Original and four copies have to be submitted to the Commission.

May applications be accepted that arrive at the Commission after the 4 th of April but are postmarked before this date?
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No all applications must arrive on or before the 16.00hrs 4 th of April deadline.
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Who are the evaluators?

The evaluators will be people independent from the European Commission with experience and expertise in the different Tacis countries and thematic areas. The evaluators will have to remain anonymous.

What is the role of EC delegations during project selection?
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The EC delegations will provide their opinion concerning the relevance of proposals in relation to the situation in their respective countries.
