

Clarifications Nr. 1 for CfP EuropeAid/154390/DD/ACT/MULTI

Q1) In case of discrepancies between the instructions given in the Guidelines for applicants and in the Application form, what prevails?

A1) In case of discrepancies or conflicts the Guidelines for applicants will always prevail.

Q2) Where can I find the "Guidelines" document for this Call?

A2) The Guidelines for grant applicants can be found following the link below, the name of the file is "final draft".

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1487254046243&do=publi.welcome&orderbyad=Desc&aofr=154390&orderby=upd&searchtype=RS&nbPubliList=15&userlanguage=en>

Q3) Do the sub-criteria 1.1 and 1.2 of the "Financial and operational capacity" section, apply to each of the Applicants (Lead Applicant AND Co-Applicants) separately, or do they apply jointly to the whole partnership?

A3) *The sub-criteria 1.1 (experience in project management) and 1.2 (technical expertise) of the "Financial and operational capacity" section will apply jointly to the total experience of the applicants.*

Q4) Can Associates' staff be contracted as consultants/experts from the any of the Co-Applicants / Lead Applicant?

A4) Associates staff cannot receive funding from the grant, with the exception of per diems and travel costs.

Q5) Can a municipality be a lead applicant?

A5) Yes

Q6) If a Municipality is a Lead applicant, in that case which procedures should be fulfilled – European Commission or national ones?

A6) Procedures to be applied are the ones pertaining to the European Union instruments for financing external actions, as agreed by the EC, Albania and Kosovo* by signing the Framework Agreements mentioned on page 4 of the Guidelines for applicants.

Q7) In how many projects can a Municipality be a co-applicant?

A7) A Municipality, as any other entity, may not be a co-applicant in more than 2 applications.

Q8) Which percentage can be capital investments (investments in infrastructure) from total investment?

A8) Small scale infrastructure interventions are eligible. No maximum percentage is specified, but applicants should take into consideration that infrastructure interventions must not represent the bulk (meaning main part) of the Action budget.

Q9) In the PP Presentation of the info session the priorities are named as 1st and 2nd priority, but in the guidelines they are named as 2nd and 3rd priority. Which is the correct numbering of the priorities launched under this Call for Proposals?

A9) Please disregard *the Priority A* (mentioned in the Guidelines for applicants): *Protecting the environment, promoting climate change adaption and mitigation, risk prevention and management*, because this is one of the priorities of the overall CBC program in the Western Balkan region.

The priorities retained for this Call for proposals are:

Priority B: Encouraging tourism, culture and natural heritage

Priority C: Investing in youth, education and skills.

Q10) May we have an affiliated entity from a different country, for example from Bosnia and Herzegovina or from EU member states?

A10) An affiliated entity must satisfy the same eligibility criteria of lead applicant and co-applicants, including being effectively established in either Albania or Kosovo, or have a local branch office properly registered/established in either Albania or Kosovo.

Q11) In the application package it is written that the number of trainings should be certified. What does it mean?

A11) Trainings should have a legally recognized value, and should be conducted by certified trainers.

Q12) Please can you clarify to us, what do you mean that applicant and co-applicants should be different entities?

A12) The Lead applicant and co-applicant(s) must represent different legal entities and must not be country branches of the same organization or institution.

Q13) We are an organization with headquarters in Italy, Rome, but we are registered as a branch in Albania, therefore are we eligible to apply?

A13) The applicants must be effectively established in either Albania or Kosovo, or have a local branch office properly registered/established in Albania or Kosovo.

Q14) You mention that you fund education and culture. Can you specify to us, where we can focus on in this area to do a project?

A14) Please refer to *Priorities* and *Sector or themes* defined in the Guidelines for applicants.

Q15) We have had technical problems with PROSPECT and PADOR in the past. How do we know that we will not have again?

A15) It is a hypothetical question. However, in case of general technical problems with PROSPECT or PADOR, we will advise you how to proceed.

Q16) Are private universities eligible?

A16) Yes, under the condition that they will not be profit making for the purposes of this call.

Q17) We represent a network, but we have a modest experience of only 1 year, therefore we want to ask if one of the organizations of our network can support financially our project?

A17) Please refer to the Guidelines for applicants – *Article 2.1.1 Eligibility of applicants* and to the *Financial and operational capacity of the applicants* (Evaluation Grid).

Q18) Is a penalty that our organization is not registered in PADOR because it is a new organization?

A18) Please refer to the *NOTICE in the Guidelines for applicants: To apply to this call for proposals organisations must register in PADOR and submit their application in PROSPECT.*

Q19) Cost sharing, 15%. Is there any structure set up to offer this 15 % to a NGO that applies under this CfP?

A19) The maximum percentage of EU contribution under this call is 85% of the total eligible cost of the operation. The difference between the total cost of the operation and the amount requested from the Contracting Authority must be financed from sources other than the European Union Budget.

Q20) Is VAT considered as an eligible cost under this CfP? We read Annex J, but just to clarify and reconfirm, especially the cases of exception to the proof obligation

A20) Under this call the VAT is not an eligible cost. The general rules and procedures to apply are defined in Annex J. Please note, that the detailed rules about the VAT procedures will be included in the signed contracts with the beneficiaries.

Q21) It was mentioned that in order for an organization to be considered applying either as a lead-applicant or a co-applicant/partner, it should be registered for a period of at least 12 months (one year).

A21) The Lead applicant and co-applicants must be effectively established in either Albania or Kosovo, or have a local branch office properly registered/established in Albania or Kosovo. There are not any limitations concerning the minimum time for the applicant to be register/established before the application submission deadline.