

## Frequently Asked Questions

### PUBLIC DIPLOMACY AND OUTREACH EU-CANADA

Last Update: 31 August 2011

#### Question 1: Grant funding available

We have read the documentation relative to the 2011 Call for Proposals and would appreciate clarification regarding "6. Grant funding available".

The text states: 'The total budget for European Commission contributions to this programme is € 450,000. **From this total budget, 1 grant will be awarded,** depending on the nature and quality of proposals received and the availability of funding.'

I seem to remember that in 2009, 5 grants were awarded and the maximum grant allowed was 100,000 Euros. Could you please confirm the number of grants to be awarded under this RFP and if there is a maximum amount allowed?

#### Answer 1

The text of the proposal is quite clear: a single grant will be awarded for the total budget of € 450.000. Proposals may cover different subjects as long as they are part of the specific issue areas covered by the Call and fit in the objectives and priorities of the Call.

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#### Question 2: How many proposals can an organization submit?

We have been approached by more than one organization to be a partner in a consortium for an application; is it permissible for us to be a partner in more than one application? These applications would be led by the other organization – we would be a partner. Can we be a partner on more than one application?

#### Answer 2

There is no limit to the number of applications that an institution can submit. But each submission must be for a different project with no overlap between them, including on administrative/staff time and costs. If there is indeed no limit to the number of submissions, each one of them has to be independent and a full application package must be received for each.

Please note that according to Article 111 of the Financial Regulation:

"Each action may give rise to the award of only one grant from the budget to any one beneficiary, except where the relevant basic acts authorise otherwise. A beneficiary may be awarded only one operating grant from the budget per financial year. The applicant shall immediately inform the authorising officers of any multiple applications and multiple grants relating to the same action or to the same work programme. In no circumstances shall the same costs be financed twice by the budget."

No matter how many applications you submit, your institution may only be granted one project from this Call.

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#### Question 3: Partnership and eligibility of partners

The Call for Proposal states:

"Proposals involving EU and Canadian partner institutions are particularly encouraged, with the lead applicant being either based in or having a contact point in Europe. Activities may take place in Canada and the EU".

We are a Canadian organization with an office in Europe and we plan to partner with a co-financing organization based in Brussels. We plan to organize activities in both Canada and the EU. Can you confirm that we are conforming with the guidelines?

**Answer 3**

**Point 1.2 Partnership and eligibility of partners** of the Guidelines for Applicants (p.3) states that: "Applicants may act individually or in consortium with partner organisations. Proposals involving EU and Canadian partner institutions are encouraged. Activities may take place in Canada and in the EU." This is also stated in **Point 5 Profile of Applicants** (p.3) of the Call for Proposals itself. Your submission would therefore be in conformity with the Guidelines and the Call.

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**Question 4: Location of the activities**

Are activities in the US eligible?

**Answer 4**

This Call for Proposals "EU-Canada Relations" is only limited to EU and Canadian organisations as indicated under Point 5 of the text of the Call. The applicant and its partners have to be legally based either in the EU or in Canada. The general objectives of this call are to promote the EU amongst Canadians and the debate about EU-Canada Relations. Activities should, thus, take place either in Canada or in the European Union.

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**Question 5: Share of costs**

Do partner organizations who are actively participating in the project necessarily have to share costs?

**Answer 5**

Point 5 Profile of Applicants (p.3) of the Call for Proposals states that "The consortium, partnership or network may include different categories of organisations but must be led by an organisation which will be the only signatory of the grant agreement with the Commission. Therefore, there must be an internal arrangement within the consortium, partnership or network, as regards the allocation of tasks and the sharing of costs".

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**Question 6: Who should complete Annex 1?**

Must we complete Annex 1 for each member of the network we plan to utilize in the organization of activities or is it sufficient to supply a letter of commitment from each (non-co financing) organization?

**Answer 6**

Point 2.3.1 of Annex 1 should be used in the case of sub-contracting whenever contracts for implementing the action are required.  
Point 2.3.2 of Annex 1 should be used by the beneficiary of a European Commission grant giving financial support to third parties when implementation of the action so requires as stated in point 2 of Article 120 of the Financial Regulation:

“Where implementation of the action requires financial support to be given to third parties, the beneficiary of a community grant may give such financial support provided that the following conditions are met:

- a) The financial support is not the primary aim of the action;
- b) The conditions for the giving of such support are strictly defined in the grant decision or agreement between the beneficiary and the Commission, with no margin for discretion;
- c) The amounts concerned are small.

For the purpose of point c), the maximum amount of financial support that can be paid to a third party by a beneficiary shall be determined in the implementing rules.”

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### **Question 7: Application of financial support for third parties**

With respect to Annex 1, could you give an example of when “financial support for third parties” would be applicable?

#### **Answer 7**

Same as above; point 2.3.2 of Annex 1 should be used by the beneficiary of a European Commission grant giving financial support to third parties when implementation of the action so requires as stated in point 2 of Article 120 of the Financial Regulation:

“ Where implementation of the action requires financial support to be given to third parties, the beneficiary of a community grant may give such financial support provided that the following conditions are met:

- d) The financial support is not the primary aim of the action;
- e) The conditions for the giving of such support are strictly defined in the grant decision or agreement between the beneficiary and the Commission, with no margin for discretion;
- f) The amounts concerned are small.

For the purpose of point c), the maximum amount of financial support that can be paid to a third party by a beneficiary shall be determined in the implementing rules.”

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### **Question 8: Crisis management area**

I am contacting you regarding the call for proposals “EU-CANADA – Public and Diplomacy Outreach”.

Regarding the specific issue areas covered by the call, could we get more information on the type of crisis that is expected to be covered by the “crisis management” area?

#### **Answer 8**

“Crisis management” is a policy area of the European Union which is generally implemented to cover crises situations across the world in all phases of its cycle: from preventive strategies, to post-crisis rehabilitation and reconstruction.

For more information on “crisis management” please visit the European External Actions Service’s web page devoted to this subject:

[http://eeas.europa.eu/cfsp/crisis\\_management/index\\_en.htm](http://eeas.europa.eu/cfsp/crisis_management/index_en.htm)

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### **Question 9: Eligibility**

Could you kindly confirm that our organization is eligible to participate in the 2011 Call for Proposals even though the project financed under the 2009 Call for Proposals will not be completed until December 2011?

## **Answer 9**

So long as the rule of 'double-financing' is not infringed, you may submit a new proposal. This rule implies that the new proposal will in no case be a renewal or continuation of the previous grant. As stated in point 11. Additional Important Information of the Call for Proposals (p.9): "Projects which are awarded a grant under this Call for Proposals may not benefit from any other European Union funding for the same activity".

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## **Question 10: Call for proposals areas**

Should applicants prioritize coverage of as many issue areas as possible within an overarching theme (i.e. environment, trade and investment, agricultural policies, plan health, etc. under the broader theme of sustainable development), or prioritize developing a proposal within a more focused issue area that is nonetheless highly relevant to the EU-Canada relationship (i.e. low carbon development in the EU and Canada)? When choosing which issue area(s) focus on, what criteria should guide this choice?

## **Answer 10**

Regarding the amount of the grant and the implementation duration of the actions, it seems not realistic to cover the whole 15 areas mentioned in the call (§3 page 2). Optimally you should chose one or several areas in function of the competences of your organisation and your financial provision, providing an objective argumentation on why this or these areas are relevant to reach the objectives of the call stated in § 1 page 1 of the call.

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## **Question 11: Documents to be submitted by each partner to the European Commission**

Must all the supporting documents mentioned in point 2.1 of the Guidelines for applicants, as well as in annex 3 be included in the tender proposal not only by the main applicant, but also by the consortium partners?

## **Answer 11**

As stated in § 1.2 of the Guidelines for applicants, partners must also satisfy eligibility criteria referred to in section 1.1 and must not be the subject of grounds for exclusion referred to in the same section.

The European Commission has to be in a position to analyse the eligibility criteria and the exclusion criteria on the basis of documents provided in the proposal. By consequence, the European Commission needs at least for each partner:

- Memorandum and articles of association, instrument of incorporation or equivalent
- Official registration certificate
- Part 5 of the Grant Application Form

The European Commission has also to be in a position to analyse the selection criteria on the basis of the documents annexed in the proposal.

As stated in the paragraph 8.3 of the call for proposals, the assessment of the selection criteria will be based, among others, on the details of the educational and professional qualifications of the person(s) undertaking the project, on the financial capacity of the

organisations involved in the implementation of the action, on evidence that the applicant is able to meet co-financing requirements, on a list of principal related projects undertaken in the last 2 years, etc.

Consequently, you should preferably enclose CVs to your proposal, including CVs of partners' staff, partner's annual accounts (balance sheet and profit and loss account), a letter committing the financial contribution signed by each partners, as indicated in Part 4 of the Grant Application Form and all documents able to help the Selection Committee to assess selection criteria.

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### **Question 12: Match-funding and sponsorship**

Given the size of the call for proposals (Euro 450,000) and the high match-funding amounts to be found (Euro 112,500), are other arrangements possible?

Can sponsorships for events under the initiative count towards match-funding?

### **Answer 12**

No modification is possible regarding the maximum amount of the European Commission grant (Euro 450,000) and the maximum percentage of co-financing by the EC (75%). Nevertheless these thresholds are both maximum, if your organisation cannot provide the maximum match-funding amount (euro 112,500) you can ask for a lower amount in function of the availability of financial resources from your organisation.

Regarding sponsorship, this resource is allowed by the EC but in this case, the applicant must provide the part 4 of the Grant Application Form duly filled-in (See also annex 2, B c).

The applicant can also generate direct revenue from the action, selling books or surveys for example, charging fees to attend conferences or trainings organised in the framework of the present call (see also annex 2, B a).

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### **Question 13: Maximum percentage for overheads**

The 7% mark-up is all that is allowed by the call for proposals which means a total margin of approx Euro 40,000 which isn't much, given how much work needs to be done. Industry standard margins are 15-20% for this type of work.

### **Answer 13**

The 7% mentioned in annex 2, A h) are a maximum and are used to cover general costs difficult to calculate directly from the actions (as for example electricity, heating, water, etc.) these 7% are clearly not the "margin" of the applicant. Actions financed by an EC grant contract mustn't generate profit for the applicant in opposition of a service contract.

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### **Question 14: Sub-contracting**

What is the financial limit for sub-contractors?

## Answer 14

With regards to sub-contracting, Item 5 of the Call for Proposals, Profile of Applicants, states that "the applicant has the possibility to outsource part of its activities to external service providers. This sub-contracting is subject to certain conditions and should be documented in the Grant application form and Narrative application form." It also refers to the Guidelines for applicants in which item 1.2, Partnerships and eligibility of partners, states that "the applicants can also use external services – sub-contractors – **to carry out a minor part of the project**. The sub-contractors do not need to provide the same supporting documents as applicants and partners. However, they should be clearly mentioned in the Grant Application." Finally, Article 172a of the Financial Regulation, concerning eligible costs, states that:

"1. Eligible costs are costs actually incurred by the beneficiary of a grant which will meet the following criteria:

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

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## Question 15 (FR)

Je me permets de vous écrire ce jour en ce qui concerne la demande de subvention pour la diplomatie publique et la sensibilisation consacrées à l'Union européenne et les relations Canada-UE.

Car en rédigeant le formulaire plusieurs questions se posent à nous, et j'aimerais vous en faire part afin d'avoir quelques clarifications.

Tout d'abord, je tiens à préciser que je suis enseignant dans un collège (Cégep équivalent lycée), élément important à retenir car nous n'avons pas le calibre universitaire et par conséquent nos actions prévues rentrent dans un cadre de type collégial. Or, **dans la section Résultats escomptés : vous reprenez comme critère que les actions destinées à PROMOUVOIR UN DEBAT SUR LES RELATIONS UE-CANADA devraient également aboutir à la formulation de recommandations concrètes sur comment faire progresser les relations entre l'UE et le Canada. Ces recommandations devraient porter sur les aspects énoncés ci-après, et être largement diffusées aux décideurs de l'UE et du Canada.**

Qu'est ce que cela signifie exactement? Est-ce que cela implique une publication de notre part? Comment devraient-êtré formulées ces recommandations? Ces questions, car nous prévoyons de nombreuses activités qui répondent aux critères de sélection, mais toujours dans un cadre collégial, nos élèves n'ont pas encore le calibre universitaire et par conséquent il sera difficile pour nous de faire l'exercice de recommandations concrètes comme vous pourriez l'attendre d'un niveau universitaire.

## Answer 15 (FR)

Si vous proposez un certain nombre d'activités admissibles par un certain nombre de groupes cibles et de domaines spécifiques énumérés dans cet appel à propositions et que les résultats de ces activités sont évaluables par différents types de critères et diffusés par quelques moyens à votre disposition et que vous atteignez l'un ou les objectifs de

l'appel à propositions, à savoir "la sensibilisation des canadiens aux questions touchant l'UE" et/ou "promouvoir un débat sur les relations entre l'UE et le Canada", c'est à vous d'estimer ce qui est dans vos possibilités et dans vos compétences par rapport à la formulation de recommandations. Il est clair que toutes organisations ne rentrent pas ou n'ont pas les compétences pour établir des recommandations pour "faire progresser les relations, dans le cadre des négociations d'un partenariat économique approfondi. Dans ce contexte, toute discussion sur l'avenir des relations bilatérales devra prendre en considération les modifications institutionnelles de l'UE, ainsi que les relations bilatérales respectives avec les Etats-Unis."

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### **Question 16 (FR)**

Enfin une dernière question, notre établissement nous appuie financièrement et les élèves sélectionnés vont aussi participer, cependant nous nous demandons s'il y avait une part minimum que l'établissement devait mettre ou alors s'il devait être le seul à agir financièrement dans le projet?

### **Answer 16 (FR)**

Vous avez la possibilité de former un consortium, partenariat ou réseau qui peut inclure différentes catégories d'organisations, mais doit être dirigé par une organisation qui sera **l'unique signataire** de la convention de subvention avec la Commission. Par conséquent, il doit y avoir un **arrangement interne** au sein du consortium, partenariat ou réseau, en ce qui concerne la répartition des tâches et le partage des coûts. Dans le cas d'un consortium, partenariat ou réseau, le partenaire principal doit soumettre une lettre d'engagement des diverses organisations partenaires confirmant leur participation, et leur rôle, au sein de ce projet ainsi que leur engagement financier pour le consortium, partenariat ou réseau.

Le point 1.2 du Manuel à l'usage des demandeurs stipule aussi : "Les partenaires du demandeur sont ceux qui sont activement impliqués dans l'exécution du projet. Les coûts encourus par les partenaires sont éligibles pour autant qu'ils répondent aux critères d'éligibilité repris dans la section 1.4 du Manuel. Les partenaires doivent satisfaire aux mêmes conditions d'éligibilité que les demandeurs, telles que décrites ci-dessus dans la section 1.1. et ne doivent se trouver dans aucun des cas d'exclusion."

Le point 1.4 de ce même manuel indique que: "Dans le cadre de ce programme, les demandeurs doivent obligatoirement co-financer les projets et compléter les fonds reçus de la Commission Européenne par des fonds propres. Le niveau maximum de co-financement de la Commission Européenne (et par conséquent, le niveau minimum de co-financement requis de la part du demandeur) est indiqué dans le texte de l'Appel à Propositions."