

Frequently Asked Questions (FAQ)
2nd Call for Project Proposals for the Greece-Albania IPA Cross
Border Cooperation Programme 2007-2013

(3d Set of Questions)

Question 1 (From theodore.alexiou@gmail.com /24-10-2012)

1. What documents need to be submitted for the inclusion of "preparatory costs" as eligible costs in a Project's Proposal? Which are the procedures for the assignment of a project's proposal?
2. One of our project ideas includes the establishment of a "Seed Capital" which will be used to help young entrepreneurs in both countries. Is it eligible to use part of the grant of the project (eg 50.000 euro) as the capital of the "Seed Capital"? If not, can we use part of the grant in dissemination activities in order to attract possible investors in order to create the "Seed Capital" fund (using private money)?

Answer to question 1

1. Please refer to the Programme Manual, paragraph 2.2.3 Project Budget/Eligibility of expenditure, and in particular page 23. The procedures for the assignment of a project proposal are specified in the Programme Manual under chapter 2 "Applicant's Manual" and chapter 3 "Implementation Manual".

Please note that no clarification can be provided regarding the content of one particular potential application. In addition, it should be made clear that proposed actions cannot be profit-making.

Question 2 (From medasset@medasset.org / 30-10-2012)

Could you kindly verify that we are understanding correctly the following statement:

Own contribution: The contribution to the total budget that will be provided by the Partners' Own Resources. Greek Partners will not provide any own contribution to the project's budget, while partners from Albania will provide the 15% of the national co-financing by the beneficiaries' own funds. (The State co-financing plus the Own Contribution equals the National Co-financing for each country.)

Source: <http://www.interreg.gr/images/news-en/GR-AL/270812/callb15.pdf>

Hence, does this mean that the Greek partners will not need to make any in-cash or in-kind contribution to the project?

Secondly, regarding the 15% co-financing by Albanian partners through own resources: does this mean in-cash contribution? Or could the contribution of its current staff and existing offices also be eligible (which are currently financed

through own resources, i.e. are not financed by other funding schemes- be they national, international or European)?

Answer to question 2

The State co-financing plus the Own Contribution equals the National Contribution for each country.

The national co-financing rates for Greece and for the Albania are respectively 25% and 15%. For the project partners from -Albania, the 15% of the national co-financing will be covered by the beneficiaries' own contribution.

For Partners in Greece the national contribution equals State Contribution (25%) and will be granted through the Public Investments Programme (Partners in Greece do not need to provide own Contribution to the project's budget).

For Partners from Albania, the 15% contribution must be financed **from own resources**, or from sources other than the European Union budget or the European Development Fund. For Albanian partners the rent of the office cannot be considered as co-financing if the office is its property. Salaries of employees paid by the Albanian partner can be considered as co-financing only if these employees are working for the action. Their full salary will be considered as co-financing is their work full time for the project. If they work only a certain percentage of time for the project then only the corresponding percentage of their salary will be considered as co-financing. The salary that will be considered is the salary paid by the Albanian Partner and mentioned in the work contract that linked the employee to the Partner.

Question 3 (From a.karteris@karteco.gr /5-11-2012)

I would kindly like to ask the following:

1. Is the 15% covered by National co-financing as far as Albania concerns for all proposals?
2. Can an additional partner outside the project area participate and get funded as well?

Answer to question 3

1. Yes. Please refer to the answer given above (question 2)
2. Please refer to question 1 of the 1st set of questions posted on the following address (<http://www.interreg.gr/en/news/bilateral-cooperation-programmes/greece-albania/484-greece---albania-1st-set-of-frequently-asked-questions-on-the-2nd-call-for-proposals.html>)

Question 4 (From lkalog@cc.uoi.gr /7-11-2012)

1) Is there an upper limit for staff costs (as a percentage of the total proposal budget or partner budget)? Similarly, is there an upper limit for management costs (Management and Coordination WP1)? Or perhaps there are guideline percentages?

2) There is a problem with the excel file: the format of the date in the tab Project_Identification is mm/dd/yyyy, whereas in the tab Detailed Description the format is dd/mm/yyyy. This results in an erroneous Start and End date in the tab

Project_Identification whereas the correct dates appear in the tab Detailed Description. Thank you for advising further.

Answer to question 4

1) No upper limits have been set for staff and/or management costs as a percentage of the total proposal budget or partner budget.

However, as far as the Greek partners are concerned, according to article 27 and paragraph 4 of the Ministerial Decision on the Management and Control System of ETC Programmes with reference number 14023/EYΘY521/31-3-2012(ΦΕΚ 415/A/12-4-2012) as amended and in force today, there is a limit of 10% foreseen for management costs at the partner level which can be increased by 1.5% in case of the Lead Partner and for every partner under its responsibility. This percentage has not been previewed as obligatory for the Greek partners during the preparation and submission of the application form. However, we strongly recommend you to use it as a guideline for the proposed budgets, especially regarding the budgets for the Greek partners. In case your project will be approved, during the signing of the contracts, this percentage will have to be respected and the proposed budget for management costs will be adapted accordingly.

2) Please make sure that you are using the correct file downloaded from our web site as mentioned in the 2nd call for proposals and that you have enabled the macros before start working in your excel file. Below you will find some information regarding the activation of the macros for Office 3 and Office 7.

Enabling Macros

Office 2003

Tools à Options à Security à Security Level

Medium, you can choose whether or not to run potentially useful macros

Office 2007

Top left Office 2007 icon à Excel Options à Trusted Center à Trusted Center Settings à Macro Settings

Enable All Macros (not recommended; potentially dangerous code run)

Bear in mind that you have to work in a PC with an operation system, XP WINDOWS 2007-onwards and not with WINDOWS VISTA. In case you still facing problems with the start/end dates, please forward to us the Application Form you are working on, in order to check the problem occurred. According to the verification we made, following your message, the application form as uploaded to our web site, functions properly.

Question 5 (From lkalog@cc.uoi.gr / 8-11-2012)

Please find below are some questions regarding the 2nd call for Greece-Albania. Thank you for your reply.

1. Must we specify in detail the equipment characteristics that will be purchased within the project and where is this specified?
2. Must we specify the profile (expertise) of the staff that will work on the project and where is this specified?

3. For each staff category do we add a line in the excel file SPECIFICATION OF BUDGET COSTS.xls ?
4. Do we need to specify the number of persons working in each staff category and if so where?
5. For the second year, do we add columns in the SPECIFICATION OF BUDGET COSTS.xls tab 1.Budget after column I? Or are the second year costs inferred from the difference between the total and the first year?

Answer to question 5

1. You have to describe the equipment proposed to be purchased, in the excel file "Specification of Budget Costs", in both excel sheets, "Budget" and Justification". Especially in the second sheet "Justification of budget costs", you are requested to provide clarifications on the proposed budget items and justification of the calculation of the estimated costs. As mentioned in the clarifications/footnotes in the section "Justification" you have to *"Provide a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action (e.g. through references to the activities in the Description of the Action)"*.
2. Please see answer 1.
3. You may add lines within the three already proposed categories, i.e. 1.1, 1.2 and 1.3, in the "Specification of Budget Costs", in order to describe the staff category of the proposed project.
4. According to the clarification/footnotes of the Specification of Budget Costs, *"The Budget must cover all eligible costs of the Action, not just the EU - contribution. The description of items must be sufficiently detailed and all items broken down into their main components. The number of units and unit rate must be specified for each component depending on the indications provided"*. The number of persons have to be mentioned in both excel sheets, "Budget" and Justification", under the title "Staff Costs".
5. As mentioned in the instructions/footnotes at the end of the Specification for Budget Costs *"This section must be completed if the Action is to be implemented over a period of more than 12 months"*. If this is the case, it is not necessary to add columns for the second year. You have to fill in carefully the four columns for "All years" and the four columns referred to the 1st year of project implementation.

Question 6 (From rossi@pja2001.eu / 8-11-2012)

I am here writing to pose to you one question about the eligibility of partners.

I would like to ask if it would be possible to insert partners, not only coming from other national areas over than the eligible ones, but also from other countries than Greece or Albania.

Would it be possible for example to insert an experienced partner from Italy or Bulgaria, for example?

So to structure such a kind of partnership:

1. Greek eligible area: leading applicant Greece
2. Albania eligible area: leading partner Albania
3. Greek eligible areas: Greek partner
4. Albania eligible areas: Albanian partner
5. Italy : experienced partner from Italy
- ???

Answer to question 6

Project partners shall be located in Greece and Albania only and are subject to the eligibility requirements specified in Section 2.2 of the Programme manual.

Question 7 (From evlachaki@ance-hellas.org /8-11-2012)

I would appreciate it if you could clarify me whether -in the present call for proposals- partners who are complied with the eligibility criteria but they are not located in the eligible prefecture/district can participate in a project. Reading the FAQs that you have uploaded on your site (especially the answer to question 6), I am almost sure that in the partnership can participate also partners who are located in other areas (e.g. Athens), except the eligible prefecture/districts

Answer to question 7

Please refer to answer 1 of the 1st set of FAQs.

Question 8 (From sophiam_thess@yahoo.gr /8-11-2012)

- 1) If a greek public authority/public body gets 100% subsidy from the State's Regular Budget is it possible to and how can we include their fixed and permanent staff (public employees and private employees – τακτικοί δημόσιοι υπάλληλοι και ΙΔΑΧ) normal working time salary in the staff costs of the project's budget?
- 2) For greek public authorities and for greek bodies governed by public law (ΝΠΙΔ) how and in which cost category can we include staff that will be hired by:
 - a) Indefinite or definite duration contracts (Σύμβαση Αορίστου ή Ορισμένου Χρόνου)
 - b) work contracts (Σύμβαση Μίσθωσης Έργου)
- 3) For infrastructure projects, is it acceptable the documents submitted to be written in Greek or should they be in English?
- 4) Can we calculate Overheads using a flat rate or lump sums for each overhead category? In this case is there a certain limit for the rate we will use?

- 5) Is there a % limit of Project Management and Coordination costs (WP1) in relation to the total project's budget and/or partner's budget?

Answer to question 8

1) Salaries funded from the State's Regular Budget which correspond to the employees routine work, cannot be included in the project proposal.

2) Taking into consideration the answer above, employees with Indefinite or Definite Duration Contracts may be occupied and paid from the project overtime only for specific activities and deliverables specified in the project. These employees are included in the category staff costs. Employees who are hired according to the EU and National legislation for specific activities of the project and sign work contracts must be included under the External Expertise category.

3) Supporting documents for infrastructure projects as described in paragraph 7 of the Call's Announcement, point 9, may be submitted in Greek. However the Albanian lead partner shall submit them in English.

4) Overheads cannot exceed 7% of the Project's Budget and shall be eligible if they are based on real costs which relate to the implementation of the project and if they are charged to the project proportionately based on a fair and duly justified distribution method (Programme Manual, Eligible Categories of Expenditure, pg.24)

5) Please refer to question 4 (1st part of the question and answer).

Question 9 (From lkalog@cc.uoi.gr / 9-11-2012)

Would you kindly indicate if costs such as:

- operational costs
- office rent

would be able to be claimed as own contribution for the Albanian partners?

Answer to question 9

Please refer to question 2. A minimum of 15% of the total eligible costs of the project will represent the national co-financing and will be covered by the beneficiaries. Only eligible costs may be considered as national co-financing.

Question 10 (From epana@agro.auth.gr / 9-11-2012)
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Within the 2nd Call for Project proposals IPA CROSS-BORDER PROGRAMME "GREECE - ALBANIA" 2007-2013 it is obligatory to submit the **Compatibility Check Sheet with SEA**, but in this excel the choices given for the Priority Axis and Measure are totally different than the Priorities and Measures in the Call or the Application Form. How this cells will be filled?

Answer to question 10

We are very sorry for this inconvenience. **Please ignore the field with the Priority Axis and Measures** and leave it blank. However, **you must fill the**

rest of the document and submit it according to the Call's Announcement and Programme Manual. You must complete the document correctly according to the Priority Axis and Measure you have declared in the Application Form and the Environmental Indicators specified under each Priority Axis in the file "Programme Indicators".