

European Instrument for Democracy & Human Rights (EIDHR)
Country-Based Support Schemes (CBSS)
BOTSWANA
Call reference: EuropeAid/151464/DD/ACT/BW

CLARIFICATIONS

Q1: Can the budget be bigger than the maximum grant budget size (EUR 113,000) if the lead applicant is applying with co-applicant(s)

A1: Please refer to section 1.3 of the "Guidelines for Applicants". The minimum and maximum amounts apply to each application irrespective if it is requested by a single applicant, or by a consortium.

Q2: Please explain "specific factor taken" on instructions for drafting the concept note, section 1.1.2. (V) of the guidelines.

A2: A specific factor can be anything that has a bearing on the implementation of the action. An example could be that the action spans over 24 rather than 18 months due to the distance between the geographic areas to be covered, or that the action should be implemented before a certain date in order to be effective as it would otherwise be overtaken by events. An example could be that civic education for first time voters should be implemented well before the elections. It may also be the case that there are no relevant specific factors and then it is fine to leave this out.

Q3: Is there a format for saving the document to be attached on PROSPECT i.e. Annex A.1, PADOR Offline and Signed Declaration Form?

A3: Please refer the "PROSPECT USER MANUAL" and see section 3.2.2.1.(d) "Document" tab:

"The following document formats are accepted: Word (.doc & .docx), Excel (.xls and .xlsx), PowerPoint (.ppt and .pptx), PDF (.pdf), RTF (.rtf), JPEG (.jpg and .jpeg), text (.txt), TIFF (.tif and .tiff) and ZIP. ZIP files can only contain these file types, except for another ZIP; the maximum file size allowed is 10.00 MB."

Q4: Where on the concept note do we insert the total amount "estimate of the **requested EU contribution**, as well as an indicative percentage of this contribution" as required on section 2.2 Content of the Concept in the guidelines.

A4: Please see section 1.4 of Annex A.1 Concept Note. This information should be entered in the "Project" tab from PROSPECT.

Q5: How do I adjust to 2cm margins on formatting the word document; Annex A.1 Concept Note Instruction?

A5: This is a technical question that a person knowledgeable in IT can answer. The EU Delegation can only answer questions that relate to the contents of the Call for Proposals.

Q6: On what form should we save the concept note and other document? (PDF or Word document?)

A6: See our reply to question 3