

*Disclaimer :*

*The below table listing the questions and answers is provided for clarification purposes and is not intended to constitute any corrigendum to the guidelines and its annexes.*

## Questions and Answers

### Restricted Call for Proposal

Reference: EuropeAid/134-031/L/ACT/KH

Deadline for submission of concept notes  
**21 May 2013 at 17:00 p.m., Phnom Penh local time**

<b>A. General</b>	
<b>Question</b>	<b>Answer</b>
IMPORTANT	Submission deadline shall be strictly respected. If hand-delivered, proposals have to arrive not later than 17h00 Cambodian time at the address indicated in the guidelines.
The objective is clearly stated in the Guideline if compared to the presentation, any significant impact on this?	The objectives in the guidelines prevail. The presentation in the Info session only summarizes the guidelines.
What is the difference between Restricted and Open call for proposals	A Restricted Call for Proposals is a two-step-procedure where all applicants may ask to take part but only the applicants who have been shortlisted (on the basis of a concept note in response to a call launched through published Guidelines for Applicants) are invited to submit a full proposal. This is the case for this particular call. In an Open Call for Proposals the concept note and the full application have to be submitted at the same time.
We are a lead applicant. The call for proposal is required to co-finance. Can we seek for co-financing from other funding organization?	Yes. You may provide co-financing from your own resources, from co-applicants, from third parties, through generated income, etc.
Can a facility, such as equipment, table, office, etc, be considered as a co-financing?	Please refer to the page 11 of guidelines: : Contributions in kind mean the provision of goods or services to a Beneficiary(ies) or affiliated entity(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiary(ies) or affiliated entity(ies), they are not eligible costs.
Could you explain a little bit more on total accepted costs and total eligible costs	Total accepted costs are limited to 95%. This is the maximum % the EU is financing. Total accepted costs include estimated total eligible costs + non-eligible taxes , etc.
Could you explain a little bit more on: · Minimum percentage: 50 % of the total eligible costs of the action, and · Maximum percentage: 100 % of the total eligible costs of the action	The EU will finance a minimum of 50% of the action. A simplified example is given here: if an applicant (together with co-applicants) needs to finance an action of 600,000 EUR for lot 1, you may require a maximum of 300,000 EUR (which is the maximum budget for this lot) and which is equivalent to 50% of

	the overall total budget.
Can revenues from the action being used as co-financing?	Yes, revenues from the action (generated income) can be part of the co-financing. Please see sheet "resources of funding" in Budget, Annex III to the grant contract.
Do you limit the submitted application?	The applications being received are not limited. However, we limit the number of pre-selected concept notes to the maximum of 3 times the available budget for each lot. E.g. Lot 1: Budget is 1,2 million EUR, therefore CN for a maximum budget of 3,6 million EUR will be selected and be invited to submit a full proposal.
Could you explain the difference between the International Organization and International NGO?	International organisations are international public-sector organisations set up by intergovernmental agreements Please refer to website below for more details <a href="http://ec.europa.eu/europeaid/who/partners/international-organisations/index_en.htm">http://ec.europa.eu/europeaid/who/partners/international-organisations/index_en.htm</a> , An International NGO is an association that has a valid MOU signed with RGC and that is therefore authorized to operate in the Cambodia
Local Authority is eligible. Can the board of provincial governor submit the application	Please refer to a section on the eligibility of applicants, page 6 of the guidelines and footnote No. 4 which says: Cambodian local authorities are only elected councils of the capital and provinces, districts and municipalities, khans, sangkat and communes.
Could you clarify – we need to submit the hard copy and CD ROM?	Please submit: 1 original paper file, 2 copies of this original in paper and 1 CD-Rom.
<b>B. Eligibility of applicant/partners/actions and registration</b>	
<b>Question</b>	<b>Answer</b>
Could you elaborate on the sub lot 2 on Media – what else does it cover, including within the organization, center, etc?	Please refer to page 9 of the guidelines, the section on types of activities that were guided (but not limited only to these) to help in elaboration of different types of activities that could form an action to fit into this lot.
What is different between Applicant and Co-applicant?	Applicant & Co-Applicants are beneficiaries (multi-beneficiary grant). Both have to be mentioned in the Concept Note and its checklist and in the description of the action at the time of the submission of full proposal. The set-up of applicant and co-applicant can not differ in the Concept Note and full application. The applicant (coordinator) has a mandate from co-applicants to submit the proposal, sign the contract and represent the co-applicants during execution of the action. The Applicant (coordinator) assumes full financial responsibility for the contract.
What do you mean by the term "Action"? Do you refer to the proposal?	Yes. An action is a set of eligible activities described in your proposal and to be implemented by a beneficiary.
If we are a Co-applicant. We delegate the power to Applicant who will sign a contract. Who will be a co-financing Co-applicant or Applicant?	Please see also above (difference between applicant and co-applicant). The applicant (coordinator) will sign the contract. Co-financing can be submitted by either applicant, co-applicant, jointly, third parties, or revenues of the action.
Have you any agreement template to be used for Applicant and Co-applicant	Please see page 37 of the application form. This is the template which has to be filled in by each co-applicant in order to name the applicant (coordinator).
Can Associates apply for grant from Applicant?	No. Please see also question below: can applicant provide some budget to the associates.

Can one organization submit a proposal without any co-applicant?	Yes. Partnership is not obligatory. If this organization has its HQ in Cambodia.
Can Applicant provide some budget to the Associates to do some activities – organizing training, workshop for example?	Associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1, they must be mentioned in Part B, section 5 of the grant application form.
Is an NGO who is registered in the United States eligible for this call?	<p>The list of eligible countries was distributed during the session. Please see page 1-4 (EIDHR) and page 14-16 under following regulation: Financing instrument for the promotion of democracy and human rights worldwide (Regulation (EC) N° 1889/2006 of the EP and of the Council of 20 December 2006 - OJ L 386/1 of 29.12.2006)</p> <p>In Annex A2b from General Annexes of the Practical Guide under the following website:  <a href="http://ec.europa.eu/europeaid/prag/annexes.do?group=A">http://ec.europa.eu/europeaid/prag/annexes.do?group=A</a></p>
<b>C. PADOR</b>	
<b>Question</b>	<b>Answer</b>
Does both Applicant and Co-applicant require to register in PADOR?	Attention: this is a very important change in comparison to previous years. The Applicant and Co-applicant have to register in Pador not later than the deadline of the Concept Note. In this call it is the 21 May 2013 (for hand-deliveries limited to 17h00 Cambodian time). Please also refer to the guidelines.
Do affiliates have to apply in PADOR?	Yes. Registration for affiliates is mandatory at the stage of full proposal. The deadline for full proposal will be given in the invitation letter, which then also will apply as deadline for affiliates to register.