

Support to Civil Society Organizations and Local Authorities in Jamaica
EuropeAid/151819/DD/ACT/JM
Replies to requests for clarification

Question 1

This is in regards to the 10-30% of the total cost of the project that must be provided from other sources - at what point in the process do we need to show that this amount has been sourced (page 7)?

Answer to Question 1

In the concept note phase of the application, lead applicants are not yet required to show that the amount of co-financing has been sourced. In the Declaration by the Lead Applicant (p. 8 of the Concept Note – Annex A.1) the lead applicant will however need to confirm that he/she has *“the sources of financing specified in section 2 of the Guidelines for Applicants”* and that he/she has *“sufficient financial capacity to carry out the proposed action or work programme”* (Points 1 and 2 of the Declaration by the Lead Applicant). Also, the lead applicant will need to provide *“an estimate of the requested EU contribution, as well as an indicative percentage of this contribution in relation to the total eligible costs of the action”* (p. 17 of the Guidelines for Grant Applicants).

If the lead applicant has been invited to submit a full application at a later stage, he/she will have to further specify the expected sources of funding (point 2.1.6 of the Full Application – Annex A.2 and worksheet 3 of the Budget Table – Annex B). In the budget table, the lead applicant will have to name the other contributions as well as indicate the conditions for funding. At this stage, the lead applicant is still free to adapt the percentage of co-financing required compared to what he/she had stated in the concept note, as long as the change stays within the minimum and maximum amount and percentages of co-financing (page 20 of the Guidelines).

Next, full applications will go through the administrative check and the evaluation phase (Step 2). After that, eligibility verification will be performed for the applications that have been provisionally selected (Step 3). This check will also include a cross-check of the Declaration by the Lead Applicant with supporting documents (see above). This will hence be the stage in which the lead applicant will have to prove that he/she has the necessary sources of financing and sufficient financial capacity to carry out the proposed action.

Question 2

Is this grant categorized as an operating grant - please see paragraph 2.4.2 on page 27 - or is this in reference to operating cost component of the overall grant?

Answer to Question 2

The definition of an operating grant (in contrast to an action grant) can be found in section 6.1.1 of the PRAG:

“A grant is a financial donation/non-commercial payment by the contracting authority from the EU budget or the EDF given to a specific grant beneficiary to finance:

- either an action intended to help achieve a Union policy objective (action grant);*
- or the operation (i.e. the running costs) of an entity which pursues an aim of general European interest and supports a European Union policy (operating grant).” “The duration of an operating grant may not exceed 12 months.”*

As the current grant is not intended to merely finance the running costs of a certain entity and it will run for over 12 months (page 11 of the Guidelines for grant applicants), it can be considered to be an action grant.

Consequently and in accordance to paragraph 2.4.2 on page 27 of the Guidelines, no external audit report needs to be produced by an approved auditor as the requested EU contribution will be between EUR 200,000 and EUR 500,000 and will not exceed EUR 750,000.

Question 3

The budget template (Annex B) on the site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1461765187780&do=publi.detPUB&nbPubliList=50&page=1&orderbyad=Desc&searchtype=QS&aoref=151819&orderby=upd&userlanguage=en> is inaccessible. Could you kindly provide an updated template?

Answer to Question 3

The system takes a time-out for servicing on Mondays between 14:00 and 15:00. Annex B (and all other Annexes) should be accessible whilst the system is operational. Technical problems in PROSPECT are usually temporary and should be reported to the help-desk using the tab on the left.

Question 4

Please confirm whether two separate concept notes must be submitted for each lot provided that the applicant is eligible for Lots 1 and 2.

Answer to Question 4

Applications for each Lot should indeed be transmitted separately. However, please take into account the definitions of Civil Society Organizations (CSOs - Lot 1) and Local Authorities (LAs – Lot 2) to ascertain which categorization most suits your organization:

***“Non-state actors/ civil society organizations include:** non-governmental organizations (NGOs), organizations representing indigenous peoples, organizations representing national and/or ethnic minorities, local traders' associations and citizens' groups, cooperatives, trade unions, organizations representing economic and social interests, organizations fighting corruption and fraud and promoting good governance, civil rights organizations and organizations combating discrimination, local organizations (including networks) involved in decentralized regional cooperation and integration, consumer organizations, women's and youth organizations, teaching, cultural, research and scientific organizations, universities, churches and religious associations and communities, the media, and independent foundations, including independent political foundation.” (Page 8, footnote 6 of the Guidelines)*

***“The term **Local Authorities (LAs)** refers to public institutions with legal personality, component of the state structure, below the level of central government and accountable to citizens.”** (Page 4 of the Guidelines)*

It is also important to remember that: *“CSOs may participate in the Lot for LAs (Lot 2) as co-applicant or affiliated entity only. LAs may not participate in the Lot for CSOs (Lot 1).”* (Page 4 of the Guidelines).

This means that if a CSO is to participate in Lot 2 he must collaborate with a LA and it is the LA who will submit the grant application as the Lead Applicant.

Question 5

I am now looking at the Concept Note form and aside from the instructions therein and the general EU Practical Guide are there a set of Guidelines which outline the purpose of the Call, budget items which are eligible, eligibility of applicants etc.?

Answer to Question 5

The *Guidelines for Grant Applicants* is the first document in the series of documents that accompany this call for proposals and can be found at http://eeas.europa.eu/delegations/jamaica/index_en.htm. As named, it is the *Guidelines for Grant Applicants* that outline all areas including the purpose of the call, eligible costs guidelines, eligibility of applicants, etc.

Question 6

Section 2.1.1 point 4 which states ‘be established in Jamaica’ with footnote “any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a ‘Memorandum of Understanding’ has been concluded.”

In the session you indicated that local registered entities can apply, will this response be uploaded to the website? If not, would you be able to confirm this in writing?

Answer to Question 6

The rules of the *Guidelines for Grant Applicants* supersedes the presentation made in the Information Session, as was stated. The Guidelines have outlined that the entity must be established in Jamaica. This means that the head office of the entity must be located in the eligible country which at this time is Jamaica. Footnote 7 states that "In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organization, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded".