

Frequently asked Questions

Call for Proposals: EuropeAid/128744/L/ACT/RU,

Institution Building Partnership Programme-Civil Society and Local Initiatives

Q. Could you please explain, what you understand under “a thematic network” (page 8 guidelines) We would like to develop a project to the thematic priority “Disability” with participation of Berlin Senate of Urban and two other Senates. All these three Senates have thematic working groups “without barriers construction, health care and other. Could these three Senates be / define as a thematic network. In Russia we would like to take three pilot regions (as project partners - local authorities).

A. Please kindly have a look at the clarification on "thematic networks" published on our website: http://www.delrus.ec.europa.eu/en/p_340.htm

Clarification with reference to page 8 of the guidelines, point (1)(2): "Thematic networks".

A thematic network is an affiliation of member organisations working on the same topic.

A thematic network that is a registered legal entity is considered an eligible organisation, either as an applicant or a partner.

A thematic network that is not a registered legal entity is only eligible as a partner under this call, with the provision that it is represented by a member organisation that is a legal entity.

Members of a thematic network that is not a registered legal entity need to agree among themselves and nominate a lead organisation who will be the partner in the action. A Memorandum of Understanding signed by all members or those members who wish to participate in the Action must be submitted with the Concept Note, attesting the agreement of the members to participate in the Action and authorising the lead organisation to act on behalf of the signed members.

Q. In point 2.1.2 “Partnerships and eligibility of partners”, under window 2: Platform building activities, the requirement is set up on the necessity to involve at least three organizations from the Russian Federation. Is it feasible to involve only one Russian partner on condition that this is an Interregional relevant network organization which already includes over 20 legal entities – NGOs from different regions of the RF?”

A. According to the eligibility requirements for partners, they must fulfil the same requirements as applicants. Therefore, three legal entities are required on the Russian side in order to be eligible to apply under the window "thematic network".

Q. We would like to know:

1 whether it will be possible to include NGO's from Armenia and Azerbaijan to the project activities;

2. will it be possible to create new network on children's rights as a result of the project activities, based on NGO's, working in the field of the children's rights.

A. 1) NGOs from Armenia and Azerbaijan are not eligible as official partners in this call. They can of course bring in expertise and participate otherwise, but the official partners or applicants need to be from Russia.

2) We cannot comment on the feasibility of a project proposal, however network and platform building is of course a very important priority of this call for proposals.

Q. We have partners in Russia and they invite us to become partners. We would like to be, just can not understand 2 things:

1) Where I can find EuropeAid ID number. I register NGO in PADOR data base? And do we need to fill all information?

2) Budget planning. We understand maximum is 80 % from EU and 20 % co-financing. We understand that all activities can happen in Russia. But we cannot understand co-financing from Latvia partner side - do we need plan finance???? For example we have conference in Russia and our representatives go to this meeting!

**Usually in cross border programs every partner has their own budget:
partner 1 - 10000 Euro, finance 20 % by organization
partner 2 - 5000 Euro, divide 80 % and 20 %
And so on.**

Can partners in Russia cover all 20 % co-financing part? Also cover the transport for participants from Latvia side? or every partner must plan budget- money for co-financing part? And together latvians and russians ensure 20 %. For example Latvia partners 2 % and Russia side 18 % together = 20 %

A: We are not able to assist with PADOR registration, you need to follow the instructions in the guidelines, the instructions of the PADOR website indicated in the guidelines and in case of problems contact the helpdesk. We are not managing the PADOR database, it is managed by Brussels Headquarter and they can provide answers via the helpdesk.

2) The European Commission provides a maximum of 80% funding and it is up to you and your partner to organise the necessary co-funding, which can come from own or your partners sources or other donors. The composition of the co-funding is entirely up to you, the only relevant information for us is that it is 20%.

Q. We are planning to apply to the new call for proposals. However, checking the guidelines we found that registration in PADOR is obligatory not just for the applicant (we

have registered PADOR), but also for all partner organizations. We plan to apply with partners but they are not registered. Since the registration requires documents in English and the process of registration is not very easy, we are afraid that we do not have enough time to do the registration before the deadline.

At the same time, as we understand from the Guidelines, it is possible to submit a request for derogation concerning the registration in PADOR. Is it so? Is it difficult to obtain the permission from the Contracting Authority? What would you recommend for resolving this situation?

A. Derogations for the registration in PADOR can only be given in exceptional circumstances. Your worry appears to be linked with uploading translated documents into the PADOR system. It is not necessary to upload supporting documents in PADOR until after the selection of a FULL APPLICATION. Although, it is recommended that if possible these be uploaded while registering. With this in mind, yourselves and your regional partners should have sufficient time until 30th October to fill in the basic data required for registration.

Q. My questions are the following:

- 1. Point. 1.2.2. - Specific Objectives and Priorities: a) Thematic priorities: CHILDREN'S RIGHT. Is it right to consider CHILDREN people up to 18 years old?**
- 2. Page 10, eligible costs: in Annex III, under which heading have to be listed Sub-grants? Under Heading 6. Other?**
- 3. Page 10, eligible costs: Eur 8,000 for Participation in EU networking events have to be entered for each partner or only once?**
- 4. Page 10, eligible costs: is it necessary, in Annex III, to distinguish the applicant's costs and grant demanded from the partners'? If yes, how is that to be done?**

A. 1. There is no exact age limit, the evaluation committee will look at the concrete proposal.

2. It is possible to put it under "other", however this is not an issue that we look at at this stage of the call for proposals. Only the concept note is requested at this stage. A full application included a detailed budget will be requested only from shortlisted applicants.

3. This is again an issue for the full application in case you get shortlisted, however to clarify it right now, the EUR 8,000 are meant to be entered as a lump sum for applicant and partners together, therefore only once.

4. It is not necessary to distinguish those costs, the European Commission requests only one general budget which includes all costs.

Q. Can partners be indicated at a later date?

A. No, we should know who partners are at the stage of submission of a concept note, otherwise the concept will be considered as incomplete and ineligible.

Q. Can we add the partner to the full Application Form?

A. Yes, it is possible to add new partners in the Full Application Form

Q. What do you mean by “Associates”?

A. Please see Section 2.1.2 for more information of Associates. These organisations play a 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. Associates have to be mentioned in Part B section IV - “Associates of the Applicant participating in the Action” of the Grant Application Form.

Q. Can you recommend me a Russian/European partner?

A. Unfortunately the Delegation of the European Commission is not in a position to assist in forming a partnership. The formation of a partnership is the sole responsibility of the submitting organisations.

Q. What is the EuropeAid ID number?

A. The EuropeAid ID number is attributed to organisations when they register in the Commission’s PADOR database.

Q. What is the Legal Entity File number? (Checklist for Concept Note)

A. If you have already signed a contract with the European Commission and have, as a result, received a LEF number (Legal Entity Form number) then you can provide the LEF number rather than a new Legal Entity Form, unless a change has occurred in the meanwhile.

Q. Who should sign the Declaration by the Applicant?

A. A representative of the applicant's organisation, who is authorised to enter into contractual agreement on behalf of the applicant organisation and who is responsible for the project.

Q. What documents should be submitted by the deadline of 30 October 2009?

A. The applicants are required to fill in **part A of the Annex A to the Guidelines (Grant Application Form)**, including the checklist (section II) and the Declaration by the Applicant (section III). These documents should be submitted in one original + one copy + electronic version (CD-ROM).