

FREQUENTLY ASKED QUESTIONS (25/09/2011)

Non State Actors in Development Call for Proposals Russia
EuropeAid/131565/L/ACT/RU

After internal discussion which followed the Info Session of 07 September 2011, replies to the questions raised during the event are included below and should be treated as final

- Q. 1** The Guidelines require one original of the Concept Note and one copy (on page 14). Whereas the Grant Application Form requires one original and 3 copies (page 10). Which one is correct?
- A. 1** *Only one copy is needed.*
- Q. 2** Is it necessary to translate statutes of NSA in English at the stage of submitting the Concept Note? If so, is notarized certification of these documents necessary? By whom these documents should be certified?
- A. 2** *Where the organization's documentation is in Russian or English no translation is needed. For documentation in other EU languages than English the documents must be translated to English to facilitate the evaluation. The translations do not need to be notarized. Please refer to the Guidelines art. 2.4. These documents should not be submitted with the concept note.*
- Q. 3** What statutes are necessary to translate from Russian into English? Is it sufficient to translate only Articles of associations or it is necessary to translate all statutes in accordance with Russian legislation?
- A. 3** *There is no need to translate the statutes into English. They may be submitted in the original Russian version.*
- Q. 4** What is meant by «Number and title of lot»?
- A. 4** *For this Call please indicate either "Window 1 – micro project" or "Window 2 – macro project".*
- Q. 5** What is meant by "Dossier No" at page 2 of the Application Form.
- A. 5** *Applicants do not have to fill it in.*
- Q. 6** Could you specify what is financial identification form listed on slide 27 of the presentation shown on September 7, 2011?
- A. 6** *This is Annex E of the tender dossier published on the website. In this document you identify the bank account that you wish to use for receiving the project funds. It must be signed and stamped by your bank. If the bank cannot sign it you must attach an original letter from the bank confirming your bank account. It is preferable that a separate bank account is opened specifically for the action so that the funds received from the Commission are clearly identified and segregated from the general account of the Beneficiary so as to ensure clarity in case of audit and that any interest accrued is reflected accurately.*
- Q. 7** What is meant by "nationality of applicant"?
- A. 7** *An applicant must be a national of a Member State of the European Union or the Russian Federation. Please see Guidelines for Applicants, art. 2.1.1.*
- Q. 8.** Can a NSA officially registered in May 2010 participate in this Call?
- A. 8.** *According to a Corrigendum to the Call published on 09 September 2011, "NSAs from a Member State of the European Union must have been registered for at least two years and*

eleven months at the time of the submission of an application while NSAs from the Russian Federation must have been registered for at least one year and eleven months”.

Q. 9. How can we register in PADOR?

A. 9. *Please follow carefully the link and proceed with every step.*

http://ec.europa.eu/europeaid/work/online-services/pador/index_en.htm

In exceptional cases “if the organisation is in a situation where it is impossible to register in PADOR, it shall submit a justification proving that such impossibility is of a general nature and goes beyond the control of the applicant and or its partner(s). In this case, the applicant and/or the partners concerned shall complete the "PADOR off-line form"¹ in annex of these Guidelines and send it by the submission deadline along with the application to the address indicated in sections 2.2.2 and 2.2.6. Subsequently, the registration in PADOR will be initiated by the European Commission. If, at a later stage, the organisation wishes to update itself its data, an access request will have to be sent to the PADOR helpdesk.” (Please refer to the Guidelines art. 2.2)

Otherwise, “All questions related to the registration in PADOR should be addressed to the PADOR helpdesk at: Europeaid-pador@ec.europa.eu”.

Q. 10. We registered in PADOR last year. Is this valid for the current Call?

A. 10. *By having registered once, there is no need to register again for any of the Calls for Proposals launched by the European Commission. However, please make sure that your contact details are up to date.*

Q. 11. Our organization has already registered in PADOR about 2 years ago. Do we have to resend newer versions of our documents (taxation forms, etc.)?

A. 11. *If any of the documentation to be uploaded in PADOR has changed since your registration, the information needs to be updated.*

Q. 12. Is it necessary for a partner to register in PADOR?

A. 12. *The partners should also be registered in PADOR by the time of submission of a full application. Please see Guidelines for Applicants, art. 2.2.*

Q. 13. We plan to have a local authority as a partner in our application. Should they be registered in PADOR?

A. 13. *All partners, including LAs, should be registered in PADOR by the time of submitting a full application.*

Q. 14. We are a UK based charity organisation which has set up activities in Russia and provides funding to a Russian NSA. Can we apply provided that we have not implemented such activities in the UK?

A. 14. *Involvement of an EU applicant/partner in a project should have an added value by transferring EU best practice.*

Q. 15. Our organisation is an office of an American NGO in Russia. We are registered in the Russian Ministry of Justice and with other Russian authorities according to the Russian legislation. Can we apply to this Call?

A. 15. *No. Please refer to the guidelines under point 2.1.1 Eligibility of applicants.*

¹ Which corresponds to Sections 3 and 4 of Part B of the application form.

- Q. 16 Can a partner be an organisation which has been set up by the applicant?**
A. 16 *One of the objectives of this call is to foster quality partnerships and promote networking and alliances among NSAs and Local Authorities as well as other stakeholders in Russia including NSAs from the EU. Please refer to art. 2.1.2 of the Guidelines of the Call on the eligibility rules for partners.*
- Q. 17 Will you accept an application which includes three partners but only one partner will use the received funding?**
A. 17 *Please refer to art. 4.2 of the Grant Application Form “Partnership Statement”. If any of your partners agrees to sign this statement on conditions suggested in your question, we will be very surprised to see them in your project.*
- Q. 18 Is there any potential possibility to change partnership during the project timeframe?**
A. 18 *There is such a possibility but a decision by the Contracting Authority is taken on the bases of substantiated reasons from the applicant.*
- Q. 19 Is the partner obligatory for both micro-projects and macro-projects? Application for micro-projects must have a partner?**
A. 19. *There is no requirement for a partner for micro projects. For macro projects if an applicant is an EU organisation, it should have at least two partners from Russia.*
- Q. 20 What is the minimum of partners for Window 2 – macro projects - in case the applicant is a Russian organisation?**
A. 20 *If the Applicant is a Russian organisation, it should have at least 1 Russian partner.*
- Q. 21 Should we sign a Partnership Statement with a local authority if the latter is proposed as a partner?**
A. 21 *Yes, a Partnership Statement should be signed with every partner, being it NSA or LA.*
- Q. 22 Who can be considered a partner?**
A. 22 *Please refer to art. 2.1.2 of the Guidelines of the Call. Non State Actors and Local Authorities (or associations of Local Authorities) from Russia or Member State of the European Union are eligible as partners. They must satisfy the same eligibility criteria as applicants.*
- Q. 23 What can be considered a local authority?**
A. 23 *A local authority is a municipal or a regional administration, any of its departments or committees.*
- Q. 24 Can a regional ministry of youth policy and/or commission on juvenile affairs and rights protection be considered a partner?**
A. 24 *Yes, it can.*
- Q. 25 We would like to apply for a macro grant. Is the amount of 300,000 EUR a total cost of the project or a maximum EU funding?**
A. 25 *300,000 EUR is a maximum EU funding*
- Q. 26 If in the project participants will pay for their participation in seminars, will it be considered as co-funding?**

- A. 26 *If participation in the seminar is considered relevant for the action the cost is considered as co-financing. Any actual costs incurred by the applicant and partners during the project implementation period and funded from another than EU grant source can be considered as co-financing, including for instance staff salaries. Use of own resources (equipment, office, etc) cannot be charged to the project as it is considered to be contribution in kind.*
- Q. 27 How to finance 10% of the total accepted costs?**
- A. 27 *The action should be co-financed by the applicant / partners from own or other resources. Sources of funding are indicated in the budget table "Expected sources of funding". If you wish to include non-reclaimable taxes as co-financing, these must be clearly specified in the budget of the action under budget heading 12. Please see answer 32 below also on this issue.*
- Q. 28 Will provision of premises and equipment be considered as co-financing?**
- A. 28 *No, this is considered a contribution in kind and strictly not eligible.*
- Q. 29 Are office rent, utilities, legal database maintenance eligible for this Call?**
- A. 29 *Yes, these costs are eligible. Please see Annex B (Budget) Budget heading 4.*
- Q. 30 Can the partners' employees' salary count as our 10% share in the project? In what ways can we confirm this share?**
- A. 30 *Yes. For details please refer to Annex II of the grant contract (General Conditions Article 14.2). The amount should be specified in the "sources of funding" of the financial report.*
- Q. 31 Can a non-partner company contribute to our 10% share?**
- A. 31 *Yes, please also see question 32 below.*
- Q. 32 Is sponsor's investment, office costs, premises and/or transport provided by the partner(s), fees for volunteers' work, charitable donation considered as co-financing of the project?**
- A. 32 *You have to report all sources of funding and contributions under other sources of funding in the final financial report. Please refer to Annex II of the grant contract (General Conditions Article 14.2) for the definition of eligible costs of the action. Not all the items listed above are eligible and therefore not considered co-financing but contribution in kind.*
- Q. 33 Is there any limit to HR budget line (number of people, percentage of workload, etc.)?**
- A. 33 *There is no limit but this budget heading should logically correlate with the other provisions in the budget for supporting the project activities.*
- Q. 34 In our Project we plan to have 4 regional partners who will have regional coordinators in the teams to conduct a set of activities under the Project. Should we put these regional coordinators in HR budget heading 1? Or could we allocate these expenses to specific activities in budget heading 6?**
- A. 34 *Fees for the work of Partner staff should be included under the budget heading 1.*
- Q. 35 Is purchase of equipment for the Applicant an eligible cost? What is the budget limit for this? Can purchased equipment be used by the beneficiary after the project end?**

- A. 35 *Purchase of equipment is possible under this call so long as it is necessary for the action. Please refer to the procurement rules published under Annex IV to grant contract. These rules have to be followed.*
If the equipment is transferred at the end of the project to the beneficiary of the project, a transfer of ownership must be submitted with the final invoice. In case the equipment remains with the applicant, your organization has to submit proof that it has been included in the asset registry of your accounting records.
- Q. 36 If trainers are based in Moscow, is it better that they travel to the regions or participants in the training travel to Moscow?**
- A. 36 *The most cost-efficient set up should be used.*
- Q. 37 Is redistribution of money between budget headings possible in the course of project implementation?**
- A. 37 *Yes, it is possible. Necessary changes should be agreed beforehand with the project officer either through an administrative order or an addendum to your contract.*
- Q. 38 Can we submit for funding what we have done before with additional activities?**
- A. 38 *We will not fund again what we paid for in the past – there should be a clear added value in your new application.*
- Q. 39 We would like to know from you, any suggestions to become successful in the Call. I will be in Moscow and will appreciate in advance your time and counselling.**
- A. 39 *No bi-lateral meetings or consultations are arranged for the reason of equal treatment for all interested applicants. All information related to the Call, its priorities, evaluation procedure, presentation from the Info session, frequently asked questions is available at the website of the EU Delegation to the Russian Federation http://eeas.europa.eu/delegations/russia/press_corner/all_news/news/2011/20110808_01_en.htm*
- Q. 40 Are research projects accepted?**
- A. 40 *Research projects are not eligible for this Call.*
- Q. 41 Could you let us know where it is possible to find the winning projects description of the Thematic programme Non State Actors for other countries?**
- A. 41 *We have no such website specifically for NSA thematic programme, however you can relevant case studies from the IBPP Civil society programme (with similar objectives) at the website:*
http://eeas.europa.eu/delegations/russia/projects/case_studies/index_en.htm
- Q. 42 Can you suggest the cost of an audit?**
- A. 42 *No, you have to check the market price.*
- Q. 43 According to the Grant Application Form requirements (point 1.2.2.), applicants should describe "synergy with other EU initiatives and avoidance of duplication" and "specify the potential synergies with other initiatives, in particular from the European Commission". Is there a place online where applicants can find information about EU initiatives relevant to this program? We guess it is information about projects supported within IBPP program in 2002-2009 – is this right? Would you please provide a link?**
- A. 43 http://eeas.europa.eu/delegations/russia/projects/case_studies/index_en.htm

- Q. 44 Will youth at risk be considered as eligible target audience?**
A. 44 *Yes, this is one of the target groups of the Call.*
- Q. 45 Can we have a study trip in the EU?**
A. 45 *Actions must take place in Russia. Exceptionally, a very **limited** number of activities duly and fully justified by purposes of promoting networking/coordination/cooperation may take place in the Member States of the European Union or other eligible countries.*
- Q. 46 Is there any limitation/preference for participation of Russian regions?**
A. 46 *No, there is no limitation. The Call covers the whole territory of Russia.*
- Q. 47 During evaluation process, will you give a preference to an application that covers more than one priority?**
A. 47 *The action must relate at least to one of the priorities. The assessment score will depend on the quality of the application. Please see art. 1.2.1 for the evaluation criteria.*
- Q. 48 As a non-profit organization we would like to implement a project for innovation in Russia. Based on best practices, this activity implies organization and provision of a Research School. Is this activity eligible under this Call for Proposal?**
A. 48 *This type of activity is not eligible for this Call. We do not finance setting up of new structures.*
- Q. 49 Under the project proposal we want to include a study and exchange visit to Armenia. Is it allowed to include such kind of costs into the project if we provide a fully and clear justification of its necessity?**
A. 49 *This is a Call for Proposals aimed to support actions implemented in Russia.*
- Q. 50 Do we need to include the “Partnership statement” together with the Concept Note?**
A. 50 *Yes.*
- Q. 51 Is it obligatory to have an EU partner?**
A. 51 *Partners from EU is not needed, however you should be sure that you have the experience and capacity to manage the project.*
- Q. 52 Can the costs of a seminar be included as part of the action?**
A. 52 *Yes it can. However projects whose sole objective is to finance one seminar are not eligible under this call.*
- Q. 53 Can we include social taxes in the budget for specialists?**
A. 53 *Salaries should be filled in the budget (Heading 1) as gross amounts (incl. all salary related taxes).*
- Q. 54 Can contribution in kind be considered co-financing?**
A. 54 *No.*
- Q. 55 Our organization receives funding from the State budget. Will we be eligible under this call?**
A. 55 *Yes, only if you fulfil the eligibility criteria under point 2.1.1. of the guidelines you are eligible for this call.*

- Q.56** Are letters of recommendation considered in this call?
A. 56 No
- Q. 57** Within what time will we know about the concept note evaluation?
A. 57 You will be notified by November 2011.
- Q. 58** Is there a limit on participation of religious or non-government bodies as applicants or partners?
A. 58 No, applicants and partners need to fulfil the eligibility criteria in the guidelines. We firstly look at the objectives and purpose of the project and not at the type of partner.
- Q. 59** Can the Ministry of Education finance partly a seminar?
A. 59 Yes they can. Please note that such contribution has to be reported in the final financial report under "sources of funding".
- Q. 60** Can we request a grant related to development of energy efficiency?
A.60 So long as it fulfils the objectives of the call as stated in the guidelines.
- Q. 61** Will the costs of volunteers be supported by the project?
A. 61 If the project pays for volunteer related activities in the form of travelling and subsistence allowance it can be considered as an eligible cost.
- Q. 62** Will gender issues be interesting?
A. 62 Yes, this is a cross cutting issue.
- Q. 63** We have applied for one EU grant under another call. Can we apply to this call?
A. 63 Yes, you can apply.
- Q. 64** Can an organization with registration of less than 2 years be considered?
A. 64 We have published a corrigendum to the call on this issue, covering both Russian and EU entities.
- Q.65** Should we submit the detailed budget with the concept note?
A. 65 No, at this stage you have to indicate your requested grant amount.
- Q.66** When will we receive the pre-financing if we are selected?
A. 66 Immediately after contract signature. This is foreseen to happen around April 2012.
- Q. 67** Can a partner be from Norway?
A. 67 No. The partners have to comply with the eligibility criteria under the guidelines.