

## FREQUENTLY ASKED QUESTIONS (01/09/2011)

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

- Q 1. Is the flat rate of co-financing 25% applied for all Member States? In other EU funding programmes, rate co-financing rate is 15 for Estonia, Latvia, Lithuania and other 7 countries joined EU in May 2004 or later.**
- A 1. *Under this Call the flat rate of co-financing 25% is applied for applicants from all EU Member State. Please refer to the Guidelines art. 1.3.*
- Q 2. What taxes exactly are considered on page 12, last bullet („-taxes, including VAT. Nevertheless, these may be considered as part of the estimated total accepted costs of the action for the purpose of co-financing where the Beneficiary (or the Beneficiary's partners) can prove it cannot reclaim them. In such cases, the cost should be included in the Budget under the heading "taxes". Please note however that for the purpose of co-financing, taxes are the only ineligible costs that will be considered within the total accepted costs of the action). Our concern is if the taxes listed, include those related to labor (social tax, and income tax paid by employer, eg. Applicant).**
- A 2. *In this call for proposals the taxes mentioned in the last bullet point on page 12 refer to all taxes and VAT except for taxes related to labour and paid by the applicant. Please refer to the General Conditions art. 14.2.*
- Q 3. Do all the 4 priorities of the tender (Guidelines art. 1.2.1) refer to both types of financing – micro-projects and macro-projects (Guidelines art. 1.3) or does one part one of them refer to micro-projects and the other one – to macro-projects (Guidelines art. 1.3)?**
- A 3. *All 4 priorities of this Call for Proposals refer to both Windows. Please refer to the Guidelines art.1.2.1.*
- Q 4. Is it possible for an NGO to be an applicant and submit an application for the Thematic programme "Non-state actors in development (NSA)" and at the same time be a partner in another or several others applications?**
- A 4. *It is possible to be an applicant and at the same time a partner in one other application. Please refer to the Guidelines art. 2.1.3.*
- Q 5. Is it needed to submit a notarized translation of the organization's documentation (charter, financial documents etc.)?**
- A 5. *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.*
- Q 6. XXX is a company based in India. We are interested in participating in the tender.**
- A 6. *In order to be eligible for a grant under this Call, applicants must be nationals of a Member State of the European Union or the Russian Federation. Please refer to the Guidelines art. 2.1.1.*
- Q 7. Did I understand correctly that there is no requirement to have an EU partner for either of the types of grant?**
- A 7. *There is no obligation to have an EU partner if the Applicant is a Russian organisation for either Window 1 or Window 2. Please refer to the Guidelines art 2.1.2. The Russian*

*organisation however, should demonstrate that it has sufficient experience and expertise in its chosen area (for Window 2).*

**Q 8. The question of eligibility of our organization - it's been working since August, 22, 2007 (and there is a proof of that), however, the organization was legally registered only on October, 9, 2009. According to your conditions of eligibility the organization should work not less than 2 years, so we basically need 3 days to satisfy this requirement at the time of the deadline. So can we still apply or not?**

*A 8. Yes, you can apply.*

**Q 9. It is not very clear what percentage of the costs is covered by the EC and which costs must be covered by the beneficiary (the organization itself). Could you clarify this one more time, please?**

*A 9. The percentage of EC contribution is allocated to the total eligible costs of the action or if applicable to the total accepted costs (see footnote 2 on page 6 of the guidelines). There is no "ear-marking" of specific expenses in the budget to be covered by EC or the applicant. The maximum EC contribution is specified in the guidelines on page 6 last paragraph as: "Any grant requested under the Call for Proposal must further be limited to:*

*a) 90% of the total accepted costs for Russian NSA applicants*

*b) 75% of the total accepted costs for applicants from an EU Member State"*

**Q 10. The Guidelines say there can be maximum 4 partners. Does this number include the applicant? Is it 4+1 or 3+1?**

*A 10. One applicant may have maximum 4 partners. Please refer to the Guidelines art. 2.1.2.*

**Q 11. Can a government organisation be a sub-grantee within the project?**

*A 11. A local authority can be a sub-grantee within a project.*

**Q 12. Can we as an applicant accept co-funding from partners and sub-grantees?**

*A 12. From partners – yes, from sub-grantees – formally yes, however a sub-grantee would usually be an entity that can provide expertise but does not have own resources to put up for co-funding.*

**Q 13. In case we accept co-funding from partners, how do we report on their contribution, including how we incorporate their reporting data into our general report?**

*A 13. Your financial report should include all costs incurred during the reporting period without regards to who funded specific expenses or activities during the implementation. You must provide a financial report for the project as a whole rather than a financial report per partner. Your partner's actual contribution should be shown in your budget under the worksheet "3. Expected sources of funding" and in the final financial report under the worksheet "Final sources of funding".*

**Q 14. We are a non-commercial organisation which currently consists of over 100 member organisations. According to the conditions for Window 2, to take part in this Call applicants must have partners (minimum 2 organisations). Do we understand correctly that despite the fact that our Union represents over 100 organisations, we cannot apply for Window 2 on our own? Do we necessarily have to sign a partnership agreement with another NGO?**

*A 14. Yes, you must form a partnership with another NGO.*