

# Civil Society Dialogues on Sustainable Development in the Republic of Korea

## FREQUENTLY ASKED QUESTIONS

Update: 8/09/2011

### Question 1:

There are two objectives and for each of them action plans are indicated in the tender document: The first action plan is to engage EU and ROK civil societies in the organization of training courses and exchanges. The second is to engage them in the events organized by third parties (like UN auspices). Could you indicate what could be the activities that would fall under the category of *exchanges* in the first action plan and the activities that could be implemented in the second action plan in general?

### Answer 1

Please refer to paragraph 4, page 4 of the Call for Proposals.

### Question 2:

We are not considering including civil society organisations in the EU and Korea as partners for the tender, whereas they will be of course the major target group of our action plan. Is this approach right or is it encouraged to include civil society organizations as partners already?

### Answer 2

There is not any obligation regarding the mandatory participation of civil society organisations as partners. About the profile of the applicant and the partners, please refer to paragraph 5, page 6 of the Call for Proposals and 1.2., page 3 of the Guidelines for Applicants.

### Question 3:

We consider that the definition and the role of the facilitator defined in paragraph 2 page 3 of the Call for Proposals, will be a result of our work in two years time from the start of the project, and the actions expected from this one are not included in the action plan. Is this understanding correct?

### Answer 3

The role of the facilitator is, as stated in paragraph 2 page 3 of the Call for Proposals, to offer both training and networking experiences and organise contacts and field visits with civil society organizations. The facilitator could also establish a Help Centre/employ a liaison officer in Korea that would raise awareness of important EU civil society organisations and assist Korean civil society organisations that wish to form interaction channels with European civil society organizations.

To reach these different targets, the facilitator must start its activities at the beginning of the implementation of the actions that must be included in the action plan. The definition and the role of a potential facilitator cannot be the main activity of the proposal.

#### **Question 4: Official translation for the documents asked for**

There are various documents we have to attach and some of them must be legally approved, but legally approved documents can only be in Korean (language). Should it be translated and officially endorsed by a notary?

#### **Answer 4**

A translation is needed if the documents are not in English, the European Commission has to be in a position to analyse the eligibility and selection criteria on the basis of these documents. Translation must be certified by an authorising person if it is not the case at the moment of the submission of the proposal (if you provide a simple translation without any certificate), the EC will ask for a certified translation before the signature of the contract if a grant will be awarded to your organisation.

#### **Question 5: Modification of the budget after signing the contract**

Since the given duration of performance is from next year, there's a big possibility for budget to be modified according to the specific programs. If we are going to modify the budget, will it be accepted? If not, is the budget fixed from the beginning of the project?

#### **Answer 5**

Article 1.3.5. of the Model Grant Agreement stated that: "the beneficiary may, when carrying out the action, adjust the estimated budget by transfers between headings of eligible costs, provided that this adjustment of expenditure does not affect the implementation of the action and the transfer between headings does not exceed 10% of the amount of each heading of estimated eligible costs for which the transfer is intended. No other modification will be allowed.

#### **Question 6:**

Should the web page be opened at the time of the application and be accessible to the public describing the project as "To Be Decided" or is it to be opened once the project implementation is decided after the grant has been approved?

#### **Answer 6:**

As stated in paragraph 4, page 5 of the call for proposals: "*All applicants must provide for a web page – as a minimum requirement - devoted to the proposed project, linked directly from the organisation's home page*", this action has to be done during the implementation of the project (after the signature of the contract) not before.

#### **Question 7:**

Is there any possibility to extend the deadline of the call?

#### **Answer 7:**

It has been decided to postpone the deadline for receipt of application. The new deadline is **October 7, 2011.**

**Question 8:**

What are the documents that should be included in the application? Please confirm whether, in addition to the Grant Request Letter and the Grant Application Form also a detailed project proposal (of 5 pages maximum) should be included?

**Answer 8:**

In paragraph 2.1 of the Guidelines for applicants indicates that Applications comprise the following three elements :

- A SIGNED and dated Grant Request Letter (no specific template);
- Detailed Project Proposal (no specific template is provided for this. However, the basic informations to be covered in this document is set out in detail in the Call for Proposals);
- A FILLED-IN Application Form as per given template (with all supporting documents being provided, where appropriate).

Only complete applications can be taken into account by the European Commission. You may check if your application is complete by using the checklist provided in the Application Form (Annex 4).

The detailed Project Proposal should be 5 pages maximum as stated in paragraph 7.1 of the call for proposal.

**Question 9:**

According to the Call for Proposals, individual grant cannot exceed 85% of allowable costs. Does it mean that the applicant must put some co-funding for 15% of costs of the proposal? Does allowable costs mean the sum of the whole cost for one project which will be submitted by one organisation?

**Answer 9:**

The maximum grant awarded to any grant application/proposal will be Euro 130,000. The maximum percentage of co-financing by the EC will not exceed 85% of total eligible cost of the whole action for which the Commission grant will be awarded. It means that 85% of the total eligible cost of the action will not exceed Euro 130,000.

Nevertheless these thresholds are both maximum, if your organisation cannot provide the maximum match-funding amount you can ask for a lower amount in function of the availability of financial resources from your organisation.

**Question 10:**

- Do applicants have to specify their funding sources for 15%? Is it mandatory to have an external sponsor?
- The proposal says that overheads can be estimated up to 7% of the total budget. Could you please explain what the estimation criteria are for it?

**Answer 10:**

- The applicant has to identify and specify their funding sources as requested in annex 2 '*Budget estimates for the action for which a grant is requested*'. Furthermore, paragraph 4 of the grant application form asks to identify the other sources of external finance, excluding any community

grant. The co-financing of at least 15% of the total eligible cost of the action by the applicant must be confirmed when submitting the application form and may result from direct revenue from the action, contribution by the applicant, contribution by other external sponsors (to be specified) and/or estimated bank interest generated by the grant over the period of the project.

- As stated in paragraph 1.4.3.f in the Guidelines for applicants, general administrative costs shall be calculated on the basis of an estimate of the actual costs borne by the beneficiary (all the member organisations of the partnership) as a fixed percentage of the total cost of the budget. This fixed percentage may not exceed a maximum of 7% of the total cost of the project.

**Question 10:**

Would the expenses (e.g. registration fees) to acquire the basic knowledge in order to participate in educational/ training programs within Korea be considered as eligible costs?

**Answer 10:**

Please refer to paragraph 4, page 4 of the Call for Proposals.

**Question 11:**

What is meant by replacement costs of persons involved in the project?

**Answer 11:**

Cost for the replacement of a person who will temporarily be involved in the project is considered as a non-eligible cost and should therefore not be included under any headings in the budget.

**Question 12:**

If the applicant is a European organisation, to which VAT Certificate do you refer? The Korean certificate or the certificate of the country of registration of the organisation? In which cases is it necessary to hand in such a certificate?

**Answer 12:**

Annex V Legal Entity Forms should be duly completed and signed. This "legal entity" form should be returned together with:

1. A copy of some official document (official gazette, company register etc.) showing the name of the legal entity, the address of the head office and the registration number given to it by the national authorities.
2. A copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to at 1 above.

**Question 13:**

How many copies of the application package should be submitted?

**Answer 13:**

Applicants should send one original of their completed application package and four (4) copies, by registered mail or by courier service

**Question 14:**

It is stated that study visits to developing (non-EU countries) are eligible, however it is also clearly stated that the project has to take place in Korea and EU member states. Could you please clarify?

**Answer 14:**

The project has to take place in Korea and EU member states. If study visits to developing (non-EU countries) are of an added value for the project, this latest could be considered as an eligible costs if clearly justified and demonstrated.

**Question 15:**

What is meant by "proof of knowledge from the lead applicant and his partners in the subjects chosen"? Is there a template to provide such proof, or is part 1.3 Applicant's activities and objectives of the Grant Application Form to be used for this purpose?

**Answer 15:**

The "proof of knowledge from the lead applicant and his partners in the subjects chosen" should be described in the detailed Project Proposal as well as in part 1.3 Applicant's activities and objectives of the Grant Application Form. This information will be used when assessing the selection criteria as stated in paragraph 8.3 of the call for proposals.

**Question 16:**

Do we have to indicate in the Grant Application form under 1.5.2 Grant/loan applications or offers of services submitted to European institutions in the current year the applications submitted as main applicant or also the ones where we act as partner?

**Answer 16:**

You have to indicate in the Grant Application form under 1.5.2 the applications submitted as main applicant and also the ones where you act as partner.

**Question 17:**

Paragraph 4 of the Grant Application Form other sources of external finance refers to "external sponsor of the action". Should it also include the contribution from the partners in the project?

**Answer 17:**

Paragraph 4 of the Grant Application Form should also include the contribution from the partners in the project.

**Question 18**

Our organization is a NGO and currently do not have any funds confirmed or funds requested for this specific action programme from the external sponsors, and plan to operate mostly with the EU grant and internal budget.

Is it mandatory to have an external sponsor? If we do not have any source of external finance for this specific action programme excluding the Grant, how should we fill in this section?

**Answer 18**

It is perfectly legible that the co-funding is from the applicant's own resources. In this case 4.1 and 4.2 should not be filled in. Just state the source of funding as own resources.

**Question 19**

As the deadline for submission of applications is extended to 7.10.2011, is the deadline of questions also extended?

**Answer 19**

The applicants may submit questions regarding this call in writing until 15.9.2011, inclusive.

**Question 20**

Do you have any standard on calculation staff cost?

**Answer 20**

Calculation of staff cost should be done based on the human resources policy of your organisation and its salary grid per category.